

**UNITED STATES ARMY
AIR DEFENSE GARRISON COMMAND
FORT BLISS, TEXAS**



**ANNUAL AFFIRMATIVE
EMPLOYMENT PROGRAM
ACCOMPLISHMENT
REPORT FY 2003**

**EQUAL EMPLOYMENT
OPPORTUNITY OFFICE**

December 15, 2003

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
WOMEN ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT FOR FY03**

FOR FISCAL YEAR 2003

- * SUMMARY ANALYSIS OF WORKFORCE**
- * ACCOMPLISHMENT REPORT**
- * NOTEWORTHY ACTIVITIES AND INITIATIVES**

U.S. ARMY AIR DEFENSE GARRISON COMMAND FORT BLISS

NAME ORGANIZATION

USAADACENFB, EEO, Bldg 114, Pershing Road, Fort Bliss, TX 79916-6812

ADDRESS OF ORGANIZATION

ORGANIZATION LEVEL		NUMBER OF EMPLOYEES COVERED BY PLAN	950
AGENCY		PROFESSIONAL	98
MOC		ADMINISTRATIVE	270
REGION		TECHNICAL	115
COMMAND		CLERICAL	166
INSTALLATION	X	OTHER	268
HEADQUARTERS		BLUE COLLAR	33

NORMA MARTINEZ

(915) 568-5302

NAME OF POINT OF CONTACT/EEO OFFICE

TELEPHONE NO.

FLORA T. SAMBRANO

(915) 568-3510

NAME OF PRINCIPAL EEO OFFICIAL

TELEPHONE NO.

Flora T. Sambrano

15 December 2003

SIGNATURE OF PRINCIPAL EEO OFFICIAL
CERTIFIES THAT THIS PLAN IS IN COMPLIANCE
WITH EEOC MD-715

DATE

BRYON E. GREENWALD, COL, AD, GARRISON COMMANDER

NAME AND TITLE OF HEAD OF ORGANIZATION

Bryon E. Greenwald

SIGNATURE OF HEAD OF ORGANIZATION
CERTIFIES THAT THIS PLAN IS IN COMPLIANCE
WITH EEOC MD-715

DATE *14 Jan 04*

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
WOMEN ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT FOR FY03**



DEPT TO
ATTENTION

DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY GARRISON COMMAND
2 SHERIDAN ROAD
FORT BLISS, TEXAS 79916-6812

ATZC-GC

14 January 2004

MEMORANDUM FOR DISTRIBUTION


SUBJECT: Garrison Commander's Support of Equal Employment Opportunity

1. As the Commander of HQ, U.S. Army Garrison Command, Fort Bliss, Texas, I am committed to ensuring strict adherence to the Department of the Army's Equal Employment Opportunity (EEO) Program. I do not tolerate nor condone any action by a civilian or military member of our community that does not promote the goals and objectives of the EEO program at Fort Bliss.

2. I am now issuing a written reminder to all members of this installation of our commitment to EEO. I expect all of you to abide by the letter and spirit of the law. I hold directors, managers, and supervisors accountable for a work environment free of any type of discrimination. Under the Total Army Performance Evaluation System (TAPES), I hold management officials accountable for EEO programs by including EEO as a critical element in yearly performance plans and evaluations.

3. Title VII of the Civil Rights Act of 1964, as amended, guarantees equal employment opportunity for all employees and applicants without regard to race, color, religion, sex, national origin, age, physical or mental handicap. Moreover, any not welcomed verbal or non-verbal, deliberate, or repeated behavior of a sexual nature is considered sexual harassment and a form of sex discrimination. This conduct on the part of any individual can create a hostile environment that distracts from accomplishing our mission for readiness, in an efficient and effective manner.

4. Leaders and supervisors are entrusted with the important responsibility of ensuring equal opportunity without any discrimination, and an environment free of sexual overtones and innuendoes. This requires that we all remain dedicated to ensuring fairness within our units and organizations and handling reports of violations expeditiously and correctly.


BRYON E. GREENWALD
COL, AD
Commanding

DISTRIBUTION: A

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
WOMEN ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
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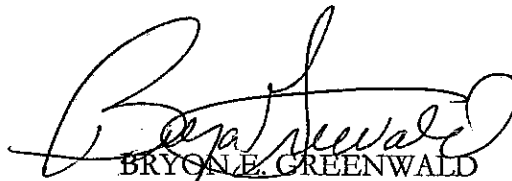
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EXECUTIVE SUMMARY

Equal employment opportunity is the objective of the Affirmative Employment Program (AEP). This is a program of self-analysis, problem identification, and elimination of discriminatory practices and policies, past and present. Affirmative employment is simply good management. That means using good management practices to ensure that the workforce is managed in a way that allows it to make its best contributions. All managers and supervisors are encouraged to make a good faith effort to achieve the goals and objectives of the AEP. The AEP will help to achieve workforce diversity, and to allow the workforce to make the most contributions to the community and the society as a whole.

Ft. Bliss has undergone many changes that directly impacted the total civilian population and consequently the representation of minorities and women during the period of 2003. The most significant of these changes is the restructuring of services under the Installation Management Agency (IMA). The AEP Accomplishment Report for FY 03 notes that overall women employment at 27% experienced a 4% decrease from FY 02. Overall employment of minorities, however, increased from 58% in FY 02 to 61% in FY 03. Women in the higher-grade levels are still under-represented. Fort Bliss is committed to diversity employment and to the correction of any imbalances that may occur.

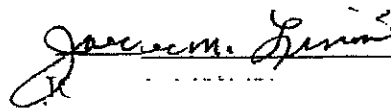
The AEP is a critical initiative to achieve the goals of fighting discrimination and encouraging inclusion. I expect all supervisors and managers to abide by the spirit of the law and support this initiative. The Affirmative Employment Program is the collection of management efforts to provide a diversified workforce. As we continue to achieve affirmative employment objectives to address the existing work-force disparities, we are confident these efforts will result in a more representative work-force profile for Fort Bliss in the future.


BRYON E. GREENWALD
COL, AD
Commanding

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CERTIFICATION OF QUALIFICATIONS OF EEO OFFICIALS

I certify that the qualifications of all staff officials full-time or part-time, responsible for the administration of the equal employment opportunity program and affirmative program have been reviewed by competent authority and meet the qualification standards.



JOSE LIMON
DIRECTOR, HUMAN RESOURCES

December 4, 2003

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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**COMPLIANCE WITH
EEOC DIRECTIVES**

The mission of the Fort Bliss Equal Employment Opportunity Office is to develop, acquire and sustain superior information addressing discrimination in the Federal workforce and to ensure that full and fair opportunity is provided for all employees, regardless of race, age, religion, sex, color, national origin, or handicap to contribute to the extent of their abilities in pursuing a career in the Federal service.

Our objective is to provide for the non-discriminatory treatment of all employees in the course of carrying out their duties in the Federal workplace. This objective requires that employees not be unfairly limited in obtaining employment or in career advancement consistent with their performance and abilities, and that they be treated in a fair and non-discriminatory manner while performing their duties.

This Annual Affirmative Employment Program Report update is prepared in accordance with Equal Employment Opportunity Commission (EEOC) Management Directive, EEOC-MD-715. The report is designed to assist installation activities to achieve its goal of a diverse, well-trained, motivated workforce.

The report covers each of the program elements as follows:

Organization and Resources
Workforce Statistics
Discrimination Complaints
Employee Development Program
Program Evaluation

As a result of the program analysis, problems (situations and conditions which need to be corrected or changed) are identified and barriers (personnel or management policies, practices, and procedures that cause the situation or condition) uncovered. Objectives and action items are established to eliminate the problems and/or barriers to ensure equal employment opportunity for all employees, including women and minorities.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DELEGATION OF AUTHORITY

COMMANDER. The Garrison Commander has the ultimate responsibility for all equal employment opportunity programs within the installation. The Garrison Commander is responsible for ensuring that sufficient resources are available to EEO program officials to manage and operate the program effectively.

EQUAL EMPLOYMENT OPPORATUNITY (EEO) OFFICER. Advises the Commander, Managers, and Supervisors; coordinates and develops the Affirmative Employment Program Plan (AEPP); ensures that all persons with equal employment opportunity and affirmative action program responsibilities are knowledgeable and adequately trained and that managers, and supervisors are aware of the rights of all employees, equal employment opportunity policy, and relevant guidance; ensures that equal employment opportunity objectives are designed to remedy identified problem areas; monitors the AEPP; develops EEO complaints processing procedures, policies, and directive; organizes EEO committees; maintains community outreach; assists in developing and monitoring upward mobility and intern programs; monitors and assesses the EEO program; directs Special Emphasis Programs (SEP); advises employees; directs implementation of the Prevention of Sexual Harassment (POSH); conducts EEO/AA training; and develops minority college relations programs and plans.

SPECIAL EMPHASIS PROGRAM MANAGER, HISPANIC EMPLOYMENT PROGRAM, BLACK EMPLOYMENT PROGRAM, AND INDIVIDUALS WITH DISABILITIES PROGRAM. Advises the EEO Officer, Managers and Supervisors; directs, monitors, and plans applicable program; organizes and directs Committee members; develops and monitors the AEPP; provides input into policies and directives; presents briefings; maintains community outreach; assists in the upward mobility and intern programs; conducts EEO audits of personnel actions; processes, analyzes, and monitors EEO complaints; counsels and assists employees and/or applicants for employment; and conducts training.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DELEGATION OF AUTHORITY

EEO COUNSELORS. Advise the EEO Officer; conduct inquiries into allegations of discrimination raised under 29 CFR 1614 and attempt to resolve complaints at the pre-complaint (informal) stage; provide aggrieved employees and management officials of their rights; provide appropriate reports to the EEO Officer.

DIRECTORS, MANAGERS AND SUPERVISORS. Ensure program implementation and success within his/her organization; provide EEO leadership and direction within their organization through the establishment of personnel policies and procedures in compliance with the Command's policies, programs and objectives in ensuring equal employment opportunity; ensure a work place free of discrimination and harassment; act promptly to prevent or to correct situations that may give rise to complaints of discrimination; assign and allow SEP Committee members and EEO counselors adequate time to carry out their EEO functions; ensure that subordinates fully cooperate with EEO officials in carrying out their responsibilities.

CAREER PROGRAM (CP) MANAGERS. Promote participation of women and minorities in their respective career programs. Review AEP goals and objectives for specific CP and take affirmative actions in attempting to meet those goals; actively participate in Special Emphasis Programs for the advancement of women and minorities.

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) CHIEF. Ensures that the EEO Officer, SEP Manager, and EEO Counselors are given appropriate access to records and documents in carrying out their responsibilities; provides technical support to EEO officials; provides staff guidance and advice on civilian personnel matters; assigns staff to assist in carrying out these functions; provides information and resource assistance to the EEO Officer as requested.

LABOR COUNSELOR. Provides legal advice on EEO matters to the Commander, Managers, Supervisors, and the EEO Officer; provides proper interpretation of laws and regulations; acts as installation legal representative at Office of Complaint Investigations (OCI) fact-finding conferences and EEO Commission (EEOC) hearings; reviews proposed memorandums of acceptance or dismissal of formal complaints, settlements and agreements and offers of full relief for legal sufficiency; advises the Commander regarding settlement of attorney's fees and costs. Notifies and provides documentation of EEO Officer when litigation is initiated or completed.

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DELEGATION OF AUTHORITY

PUBLIC AFFAIRS OFFICER. Assists the EEO Officer and SEP Manager in providing awareness and publicity that will aid the Command in promoting effective EEO and SEPs.

UNION AND OTHER EMPLOYEE GROUPS. Maintains close coordination with EEO Officer to provide additional information on matters of affirmative action to the employees represented by the bargaining unit.

SEP COMMITTEES. Serve as a viable body, sensitive and responsive to the needs of the workforce in matters pertaining to the EEO Program; advise the EEO Officer and SEP Manager on policies and practices that would affect the equal employment of women and minorities in the workforce; assists in enhancing the overall EEO program.

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EEO ORGANIZATION AND RESOURCE

Equal Employment Opportunity (EEO) Program is a major function of the Command's management structure. The EEO Office is located at Fort Bliss, Texas, Building 114, on Pershing Road, and provides centralized leadership and coordination of the installation serviced activities as follow:

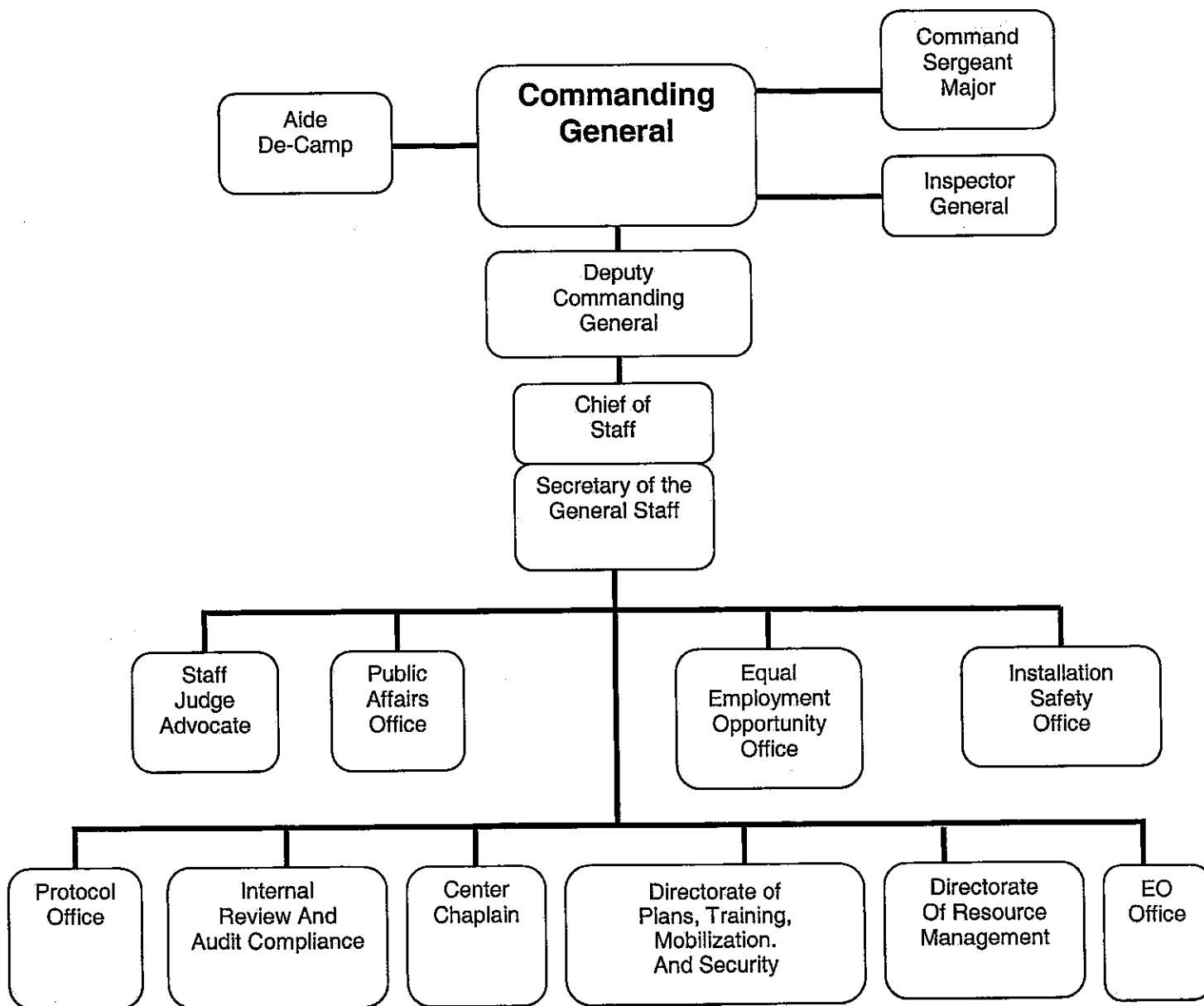
USASMA, NAF, TEXCOM, ARI, AMC LAO TSC (Calibration Service), USACIDC, JTF-6, ADCCS Field Office, WBAMC, and DECA (At informal stage only).

The EEO Officer has a direct line of communication with the Garrison Commander. The EEO Staff, which consists of three full-time permanent employees and one temporary employee, assists management officials in establishing, maintaining, and conducting programs to promote EEO for employees and applicants for employment. The EEO Officer participates in senior staff meetings and planning sessions where significant management issues, staffing plans and requirements, and other management decisions are made which affect the work force. The EEO Staff assists managers and supervisors in resolving problems, which impact on the EEO program and the full participation of all employees.

EEO Office functions include advising the Commander, Directors, Managers, and Supervisors; processing of EEO complaints; providing technical assistance and advice to serviced activities; affirmative actions; barrier analysis; monitoring and evaluation; training; Special Emphasis Programs (SEP) including Federal Women's Program, Hispanic Employment Program, Black Employment Program, and Individuals with Disabilities Program. Employees receive formal training in specific areas related to their responsibilities.

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USAADACENFB ORGANIZATIONS



**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DEFINITIONS

ACTION ITEM: Clearly identified step to the attainment of an objective.

BARRIER: Personnel principal, policy, or practice, which restricts or tends to limit the representative employment of applicants and employees, especially minorities, women, and individuals with disabilities.

CIVILIAN LABOR FORCE (CLF): Persons, 16 years of age or older, excluding those in the Armed Forces, who are employed or seeking employment.

DETERMINATION of UNDER-REPRESENTATION: A comparison between the percentage of a particular race, national origin group by sex in a category of Federal employment and the percentage of the same group in the appropriate civilian labor force.

EEO GROUPS: Black males (BM), Black females (BF), Hispanic males (HM), Hispanic females (HF), Asian/Pacific Islander males (AM), Asian/Pacific Islander females (AF), Native Americans/Alaskan Natives males (NAM), Native Americans/Alaskan Natives females (NAF), White males (WM) and White females (WF). Additional racial and ethnic categories will be classified as "Other RNO" which includes Identification Pending (I) and Non-Hispanic Puerto Rico (Y).

EMPLOYEE: Permanent, full or part-time, members of the agency workforce including those in excepted service positions. This does not include temporary or intermittent individuals.

FISCAL YEAR: Reporting period from October 1st of one year to September 30th of the following year.

GRADE OR PAY LEVEL: The specific levels within the prevailing pay structure (General Schedule (GS), Wage Grade (WG) or other).

UNDERREPRESENTATION: Representation of EEO groups in a specific occupational grouping or grade level in the agency's workforce that is substantially below its representation in the appropriate CLF.

MINORITY: The term minority is intended to include only the following racial and ethnic categories:

- A = Native Americans/ Alaskan Natives
- B = Asian/Pacific Islander
- C = Black (Not of Hispanic Origin)
- D = Hispanic

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MULTI-YEAR PLAN: An affirmative employment program planning cycle which extends beyond 1 year and is designed to coincide with agency ongoing budgetary and personnel management planning in order to address both long term and short term goals.

OCCUPATIONAL CATEGORIES: The major occupational categories for the white collar and wage board pay systems including Professional, Administrative, Technical, Clerical, Other and Blue Collar (PATCOB).

PATCOB: Acronym for Professional, Administrative, Technical, Clerical, and Other white-collar occupational categories and the Blue-Collar occupational category.

PROGRAM ANALYSIS: Review of entire agency affirmative employment program.

PROGRAM ELEMENT: Prescribed program area for assessing where agencies should concentrate their affirmative program analysis and plan development.

WORKFORCE PROFILE: An organizational "snap shot" illustrating the dispersion of race, national origin groups, by sex within specified employment categories.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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FORT BLISS EEO VISION

The model employer with a diverse and effective workforce founded upon equality of opportunity.

PURPOSE

Achieve a Work Environment Free of Unlawful Discrimination.

- Promote "Doing the Right Thing" as good business for the Army
- Develop and recommend innovative ways to involve leaders in promoting a work environment free of discrimination
- Implement state-of-the-art executive-EEO training

Achieve a Workforce Reflective of Our Nation's Diversity

- Develop strategies for recruiting, developing, and retaining a diverse workforce
- Intensive training effort aimed at valuing diversity

Equal Employment Opportunity Institutionalized as an Integral Part of the Army Mission

- Maintain the EEO Office as an independent staff element
- Encourage EEO inclusion in all Army leadership programs
- Promote an environment where all people are treated with dignity and respect

Army Equal Employment Opportunity Professionals are Experts in Their Field

- Ensure that EEO professionals are well trained in all aspect of affirmative employment program planning, employment discrimination, complaints management, managing diversity, EEO program evaluation, and other appropriate training
- Increase, encourage, and promote teamwork among professionals Army wide
- Prepare EEO staff to provide quality customer service to a diverse workforce
- Encourage all EEO careerists and other interested candidates to apply for the career program.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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PREFACE

1. General workforce statistics indicate that Fort Bliss's workforce is diverse in scope and range of occupations. The primary barriers are the hiring restrictions, grade controls, and reduction-in-force. The availability of underrepresented groups provides selection officials the ability to maximize selection opportunities. Supervisors are encouraged to expand recruitment sources whenever possible with the goal to hire the best qualified person. Confusion arises because of conflicting information and misunderstandings concerning how affirmative employment rules are applied. The objective of affirmative employment is equal employment opportunity. Hiring an individual based solely on numerical objectives is prohibited and has been for more than twenty years. There are no Federal EEO programs for hiring quotas.
2. The affirmative employment comparative statistics are a measure of the diversity of the organization when compared to the available workforce. If that diversity is not there, managers should examine recruitment, promotion policies and practices, developmental training, career counseling, and other management practices to determine if current practices are creating barriers. Affirmative employment is simply good management. It means that managers do those things that show a positive investment in human capital. It means using good management practices to ensure that the workforce is managed in a way that allows it to make its best contributions. As a result of these efforts the workforce will begin to reflect the national or local civilian workforce.
3. The challenge is overcoming personal or subjective antipathies and paranoia created by stereotypes and faulty prejudices. Ethnic observances and continuing education EEO training and education programs address this by providing more comprehensive information that replaces stereotypes. Fort Bliss leadership is committed to equal opportunity. This commitment has produced considerable progress, particularly in the recruitment, selection, and advancement of minorities and women. Sexual harassment was a major issue for the Department of the Army. The experience and lessons learned in dealing with this important issue resulted in further understanding the importance of inclusion and equal opportunity. Implementation of sexual harassment prevention policies creates a non-hostile work environment that eliminates sexual oppression, intolerance, and intimidation so that the workforce can focus on its mission. Employee development programs are investments that seek to achieve the highest return on human capital in the workforce. With this in mind, we will continue to address employee developments and EEO training in our affirmative employment planning.
4. The Commander at Fort Bliss has provided excellent leadership to be a model employer. As such, he set policy to ensure that affirmative efforts be included in all personnel practices, and that all supervisors be actively involved in the execution of the affirmative employment plans. In FY 03, we have overcome much skepticism and work diligently to ensure that the improvements made and efficiencies gained by the EEO concepts are incorporated into our daily operation. We hold high standards of customer service and quality products. We put our customers first and make every effort to resolve complaints at the lowest level possible. We seek to achieve gradual progress in overcoming the under-representation of women and minorities.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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STATISTICAL ANALYSIS OF WORKFORCE

The primary mission of Fort Bliss installation is to train soldiers and units. Fort Bliss is well known as a power projection platform and training center for the Air Defense Artillery mission. While stressing the mobility requirements for projecting forces, Fort Bliss leadership continues to enhance the quality of life for the military and civilian workforce by providing all an equality of opportunities. The installation currently serves a population of 17,022 active duty military and 950 civilian personnel under Garrison Command and approximately 63,997 family members and retirees off post.

A. WORKFORCE SUMMARY:

This report covers the progress of the workforce to include a statistical overview of employment of women and minorities, accomplishment reports of objectives and action items, and noteworthy initiatives/activities during the reporting year. The Statistical Analysis of Workforce includes an analysis of the workforce by Professional, Administrative, Technical, Other, and Blue Collar (PATCOB) categories, grade groupings, and major occupations. The workforce profiles reported for FY 03 are the permanent, full-time, and part-time employment in the General Schedule and related pay plan and in predominant prevailing rate wage systems.

Ft. Bliss is now part of the Installation Management Agency's (IMA) Southwest Region, and as such, unit codes for the Ft. Bliss workforce have been redefined. The current AEP reflects this realignment of departments and agencies, and as a result total count numbers may vary significantly from last year's. This report includes only the **Garrison Command** activities.

FORT BLISS WORKFORCE

Ft. Bliss underwent many changes that directly impacted our total civilian population and consequently representation of minorities and women during the period of 2003. While there were percentage gains for the overall minority, there was a decrease in women representation. Black/Hispanic Males as well as Native Americans saw increases in their numbers, while the civilian population decreased from 1108 strong to 950 (-14% decrease).

	Total	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	OTHER RNO
2003	950	264	106	88	36	327	106	6	9	5	2	1
%	100%	27.8%	11.2%	9.3%	3.8%	34.4%	11.2%	0.6%	0.9%	0.5%	0.2%	0.1%
2002	1108	308	153	95	42	349	135	8	10	3	3	2
%	100%	27.8%	13.8%	8.6%	3.8%	31.5%	12.2%	0.7%	0.9%	0.3%	0.3%	0.2%
Change	-14.26%	0.0%	-2.7%	0.7%	0.0%	2.9%	-1.0%	-0.1%	0.0%	0.3%	-0.1%	-0.1%

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NAF and TENANT ORGANIZATION WORKFORCE

Provided below is the composition of Non-appropriated Fund (NAF) employees as well as employees of tenant organizations supported by the EEO Office at Fort Bliss, Texas. William Beaumont Army Medical Center (WBAMC) is a major tenant that is serviced by the Ft. Bliss EEO Office, and as such, its statistics have been separated from the overall tenant population. A PATCOB categorization for both NAF and tenant organizations has also been provided under Appendix A.

	Total	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	Other RNO
NAF	458	60	114	22	52	67	121	1	1	1	0	19
%	100%	13.1%	24.9%	4.8%	11.4%	14.6%	26.4%	0.2%	0.2%	0.2%	0.0%	4.1%
TENANT	335	102	69	22	16	58	58	3	5	1	1	0
%	100%	30.4%	20.6%	6.6%	4.8%	17.3%	17.3%	0.9%	1.5%	0.3%	0.3%	0.0%
WBAMC	856	142	187	41	83	174	194	4	3	7	20	1
%	100%	16.6%	21.8%	4.8%	9.7%	20.3%	22.7%	0.5%	0.4%	0.8%	2.3%	0.1%

B. OVERVIEW OF MINORITIES AND WOMEN EMPLOYMENT AT FORT BLISS

In FY 03 the Fort Bliss civilian workforce decreased from 1108 to 950, primarily due to reorganization under IMA and A-76 cost comparison competitions. The workforce in FY 03 is comprised of 73% men and 27% women; 39% whites and 61% minorities.

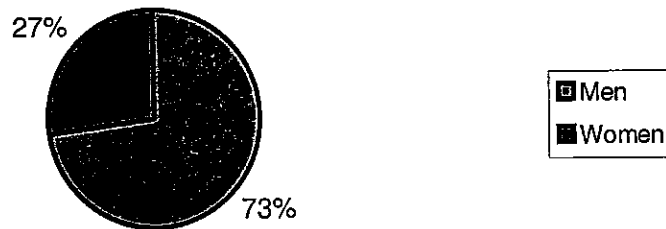
WOMEN:

The women workforce decreased 4% from 31% for FY 02 to 27% for FY03.

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GROUP	FY03		FY02		CHANGE	
	Number	Percent	Number	Percent	Number	Percent
Men	690	72.6%	764	69.0%	-74	3.7%
Women	260	27.4%	344	31.0%	-84	-3.7%
Total	950	100.0%	1108	100.0%	-158	0.0%

**Men and Women Workforce Composition
at Ft. Bliss**



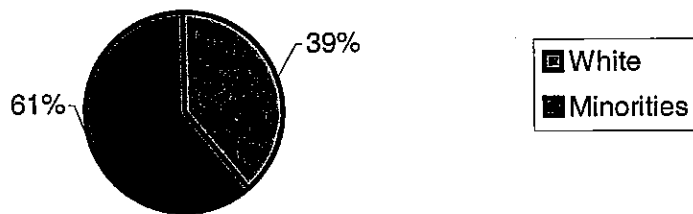
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MINORITIES:

Minority employment increased for FY03 by approximately 2.7%.

GROUP	FY03		FY02		CHANGE	
	Number	Percent	Number	Percent	Number	Percent
White	370	38.9%	461	41.6%	-91	-2.7%
Minorities	580	61.1%	647	58.4%	-67	2.7%
Total	950	100.0%	1108	100.0%	-158	0.0%

**Minority Workforce Composition at Ft.
Bliss**



BLACKS:

The Fort Bliss workforce is comprised of 13% Black employees, which is an increase from 12% in FY02.

HISPANICS:

The Fort Bliss workforce is comprised of 46% Hispanics, which is an increase from 44% in FY02.

ASIAN/ PACIFIC ISLANDERS:

The Fort Bliss workforce is comprised of 1.6% Asian/ Pacific Islander employees. This percent did not change from last year.

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NATIVE AMERICANS/ALASKAN NATIVES:

The Fort Bliss workforce is comprised of 0.7% Native Americans/Alaskan Natives employees. There was a .2% increase in this minority's representation.

OTHER RNO:

The Fort Bliss workforce had one female employee classified as "Other RNO". One male employee was classified Non-Hispanic Puerto Rican, and one female employee was classified in the "Identification Pending" category for FY02.

GROUP	FY03		FY02		CHANGE	
	Number	Percent	Number	Percent	Number	Percent
Black	124	13.1%	137	12.4%	-13	0.7%
Hispanic	433	45.6%	484	43.7%	-51	1.9%
Asian/ Pacific Islander	15	1.6%	18	1.6%	-3	0.0%
Native Americans/ Alaskan Natives	7	0.7%	6	0.5%	1	0.2%
Other RNO	1	0.1%	2	0.2%	-1	-0.1%
Total	580	61.1%	647	58.2%	-67	2.7%
Total Population	950		1108		-158	

C. FORT BLISS WORKFORCE SUMMARY BY PATCOB

Employment data for women and minorities are further subdivided into occupational categories and grade groups in order to show a more informative profile. Occupational categories (known as PATCOB) are: Professional, Administrative, Technical, Clerical, Other, and Blue Collar. The El Paso 1990 Civilian Labor Force (CLF) by PATCOB is used to compare the Fort Bliss workforce except in the Professional category where National CLF is used. Employees in the total service work in a broad variety of occupations and grade levels. The El Paso CLF by PATCOB is provided as an "ideal" base to measure against the Fort Bliss workforce for under-representation of a particular EEO group by occupations or grade levels. Distribution by PATCOB for FY 03 is shown at Appendix A.

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PROFESSIONAL

Generally, these positions are those that have a positive educational requirement. In FY 03, the number of positions in the professional occupations was 98, which made up 10 percent of the workforce. The aggregate total of women in the professional workforce decreased from 43 in FY 02 to 29 in FY 03, representing a decrease in women by 3% from 33% in FY 02 to 30% in FY 03. Representation of Black employees decreased from 5.4% to 4%. While Hispanics experienced a 5% increase and Native Americans/Alaskan Natives increased their representation by .2% in FY03, Asian/Pacific Islanders had a .8% loss. Hispanic and Native Americans/Alaskan Natives representation are above the CLF, while Black and Asian/Pacific Islander representations are below the CLF.

PROFESSIONAL	FY 03	FY 02	CHANGES	NATIONAL CLF
Women	29.6%	33.3%	-3.7%	37.0%
Black	4.0%	5.4%	-1.4%	5.6%
Hispanic	48.0%	42.7%	5.3%	3.5%
Asian/ Pacific Islander	0.0%	0.8%	-0.8%	5.4%
Native Americans/ Alaskan Natives	1.0%	0.8%	0.2%	0.4%

ADMINISTRATIVE

These positions usually start at GS Grade 9 and continue to the most senior positions. No positive educational requirements are necessary in this category. These positions make up 28% of the workforce. In FY 03, the number of employees in this category decreased from 331 to 270, a decrease of 61 positions. Women and Hispanic representation within the administrative field decreased by 7% and 2%, respectively, while Black representation increased by approximately 3%. Asian/Pacific Islander representation had a slight percentage loss, while Native Americans/Alaskan Natives representation experienced an increase in FY 03. Black, Asian/Pacific Islander and Native Americans/Alaskan Natives representation are above the CLF, however, Women and Hispanic representation falls below CLF percent levels

ADMINISTRATIVE	FY 03	FY 02	CHANGES	EL PASO CLF
Women	23.3%	30.2%	-6.9%	39.9%
Black	17.4%	14.8%	2.6%	3.5%
Hispanic	26.3%	28.1%	-1.8%	54.3%
Asian/ Pacific Islander	1.8%	2.1%	-0.3%	0.6%
Native Americans/ Alaskan Natives	1.1%	0.9%	0.2%	0.1%

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TECHNICAL

These positions make up 12% of the workforce and start at GS Grade 5 and continue up to GS Grade 9. Employees in this category work in a variety of positions, usually in support of professional and administrative positions. In FY 03, employees in this category decreased from 136 to 115. Representation of women decreased by 4%; Black, Hispanic, and Asian/ Pacific Islander representation each increased. Black and Asian/Pacific Islanders representation are above the CLF, while Women, Hispanic, and Native Americans/ Alaskan Native are below CLF percentages.

TECHNICAL	FY 03	FY 02	CHANGES	EL PASO CLF
Women	47.0%	50.7%	-3.7%	53.2%
Black	20.9%	16.9%	4.0%	2.7%
Hispanic	45.2%	41.1%	4.1%	59.4%
Asian/ Pacific Islanders	3.4%	2.2%	1.2%	0.5%
Native Americans/ Alaskan Natives	0.0%	0.0%	0.0%	0.2%

CLERICAL

These positions make up approximately 18% of the workforce. In FY 03, employees in this category decreased from 196 in FY 02 to 166 in FY 03. All group categories experienced an increase with the exception of the Native Americans/Alaskan Natives category. Black and Asian/Pacific Islander representations are above the CLF, while Women, Hispanic and Native Americans/ Alaskan Natives are below CLF.

CLERICAL	FY 03	FY 02	CHANGES	EL PASO CLF
Women	57.2%	57.1%	0.1%	77.9%
Black	14.4%	12.3%	2.1%	3.7%
Hispanic	50.0%	49.5%	0.5%	65.7%
Asian/ Pacific Islanders	2.4%	2.0%	0.4%	0.6%
Native Americans/ Alaskan Natives	0.0%	0.5%	-0.5%	0.1%

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OTHER

“Other” positions comprise 28% of the workforce and mostly include firefighters and security personnel. In FY 03, the number of employees within this category decreased from 272 in FY 02 to 268 in FY 03. Representation of women slightly increased by .1%; Black representation decreased by 4%; Hispanic representation increased by 3%; and Asian/Pacific Islander and Native Americans/Alaskan Natives representation slightly increased during FY 03. Black, Hispanic, Asian/Pacific Islander and Native Americans/Alaskan Natives representations are above the CLF. The percentage of women working under this category fell below CLF levels.

OTHER	FY 03	FY 02	CHANGES	EL PASO CLF
Women	6.7%	6.6%	0.1%	14.3%
Black	7.8%	11.7%	-3.9%	1.9%
Hispanic	60.4%	57.0%	3.4%	56.4%
Asian/ Pacific Islanders	0.8%	0.7%	0.1%	0.5%
Native Americans/ Alaskan Natives	0.7%	0.4%	0.3%	0.2%

BLUE COLLAR

Blue-collar positions make up 4% of the workforce. Typically there are a variety of pay plans and positions included. Women representation increased by 2% and Black representation increased by 8%. Hispanic representation decreased by 9% and Asian/Pacific Islander representation decreased by 2%. Native American/Alaskan Natives representation had a 3% increase. Black and Native Americans/ Alaskan Natives representation are above the CLF, while Women, Hispanic and Asian/Pacific Islanders are below CLF.

BLUE-COLLAR	FY 03	FY 02	CHANGES	EL PASO CLF
Women	6.1%	4.5%	1.6%	13.2%
Black	12.1%	4.6%	7.5%	3.7%
Hispanic	54.5%	63.7%	-9.2%	70.1%
Asian/ Pacific Islanders	0.0%	2.3%	-2.3%	0.2%
Native Americans/ Alaskan Natives	3.0%	0.0%	3.0%	0.2%

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D. SUMMARY BY GRADE GROUPINGS

In FY 03, the workforce employed 96% white-collar employees and 4% blue-collar employees. Blue-collar workforce has been low ever since the Department of Public Works and Logistics (DPWL) went contract at the end of FY 01. White-collar employment grew as a result of increased hiring within the security work segment.

The overall distribution by grade groupings is shown in Appendix C and is summarized below.

GS 1-4	FY 03	FY 02	CHANGES
Population	180	244	-64
Women	42.2%	37.7%	4.5%
Black	15.0%	16.0%	-1.0%
Hispanic	52.8%	47.1%	5.7%
Asian/ Pacific Islander	1.1%	0.4%	0.7%
Native Americans/ Alaskan Natives	0.6%	0.4%	0.2%
Other RNO	0.0%	0.0%	0.0%

GS 5-8	FY 03	FY 02	CHANGES
Population	350	340	10
Women	26.6%	31.2%	-4.6%
Black	11.7%	11.5%	0.2%
Hispanic	54.3%	52.9%	1.4%
Asian/ Pacific Islander	2.3%	2.6%	-0.3%
Native Americans/ Alaskan Natives	0.6%	0.6%	0.0%
Other RNO	0.0%	0.0%	0.0%

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GS 9 - 12	FY 03	FY 02	CHANGES
Population	326	422	-96
Women	23.9%	31.5%	-7.6%
Black	14.1%	12.6%	1.5%
Hispanic	33.4%	34.4%	-1.0%
Asian/ Pacific Islander	1.5%	1.9%	-0.4%
Native Americans/ Alaskan Natives	0.9%	1.7%	-0.8%
Other RNO	0.0%	0.2%	-0.2%

GS 13-15	FY 03	FY 02	CHANGES
Population	47	58	-11
Women	19.1%	19.0%	0.1%
Black	8.5%	6.9%	1.6%
Hispanic	36.2%	27.6%	8.6%
Asian/ Pacific Islander	0.0%	0.0%	0.0%
Native Americans/ Alaskan Natives	0.0%	0.0%	0.0%
Other RNO	0.0%	1.7%	-1.7%

The GS 9-12 population experienced a decrease of 96 positions in FY03. The number of women occupying these grade positions decreased approximately 8 percent. Moreover, Hispanics and Asian/Pacific Islanders, Native Americans/Alaskan Natives and other RNO also had decreases.

Although the GS13-15 level population had a loss of 11 positions, all EEO groups saw increases in their representation with the exception of the "Other RNO" group. Hispanics gained the most with an 8.6% increase over last year.

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BLUE-COLLAR (WAGE GRADES)

The total number of wage grade positions decreased from 44 in FY 02 to 33 in FY 03. The overall Blue Collar workforce has experienced a significant decrease from previous levels due to the DPWL reduction in force that occurred in 2002. The Blue-collar workforce in FY 03 is essentially composed of 31 wage grade positions and 2 leader/supervisor positions.

	TOTAL WORK FORCE	WG/WD 11-12	%	WG/WD 13-15	%	WL/WS/ WN 10-11	%	WL/WS/ WN 12-19	%
WHITE MALES	30.3%	1	3.0%	0	0.0%	0	0.0%	0	0.0%
WHITE FEMALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
BLACK MALES	12.1%	0	0.0%	0	0.0%	1	3.0%	0	0.0%
BLACK FEMALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
HISPANIC MALES	54.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
HISPANIC FEMALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
ASIAN/ PACIFIC ISLANDER MALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
ASIAN/ PACIFIC ISLANDER FEMALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
NATIVE AMERICANS/ ALASKAN NATIVES MALES	3.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
NATIVE AMERICANS/ ALASKAN NATIVES FEMALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
OTHER RNO	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
TOTAL 2002	33	1		0		1		0	

The chart above illustrates the workforce percentages in higher wage grade levels as compared with the overall workforce percentages for FY 03.

Detailed delineation of blue-collar positions by grade groupings in FY 03 is shown on Appendix C.

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Although Hispanic males comprise 54.5 percent of the Blue Collar wage force, this group does not hold any of the high-level positions. Approximately 30 percent of the workforce is made up of white males while other EEO groups encompass the remaining percentage.

E. ANALYSIS OF FORT BLISS WORKFORCE REPRESENTATION

BY PATCOB:

An under-representation determination is a comparison between (a) the percentage of a particular minority/sex group in a category of Fort Bliss workforce and (b) the percentage of that same group in the local or national CLF. When the workforce percentage is less than the CLF percentage, under-representation exists. The numbers needed to achieve parity are estimated and are provided as a guidance to improve under-representation. The PATCOB analysis table below is used to identify under-representation in each occupational category: Appendix E contains this assessment in graphical form.

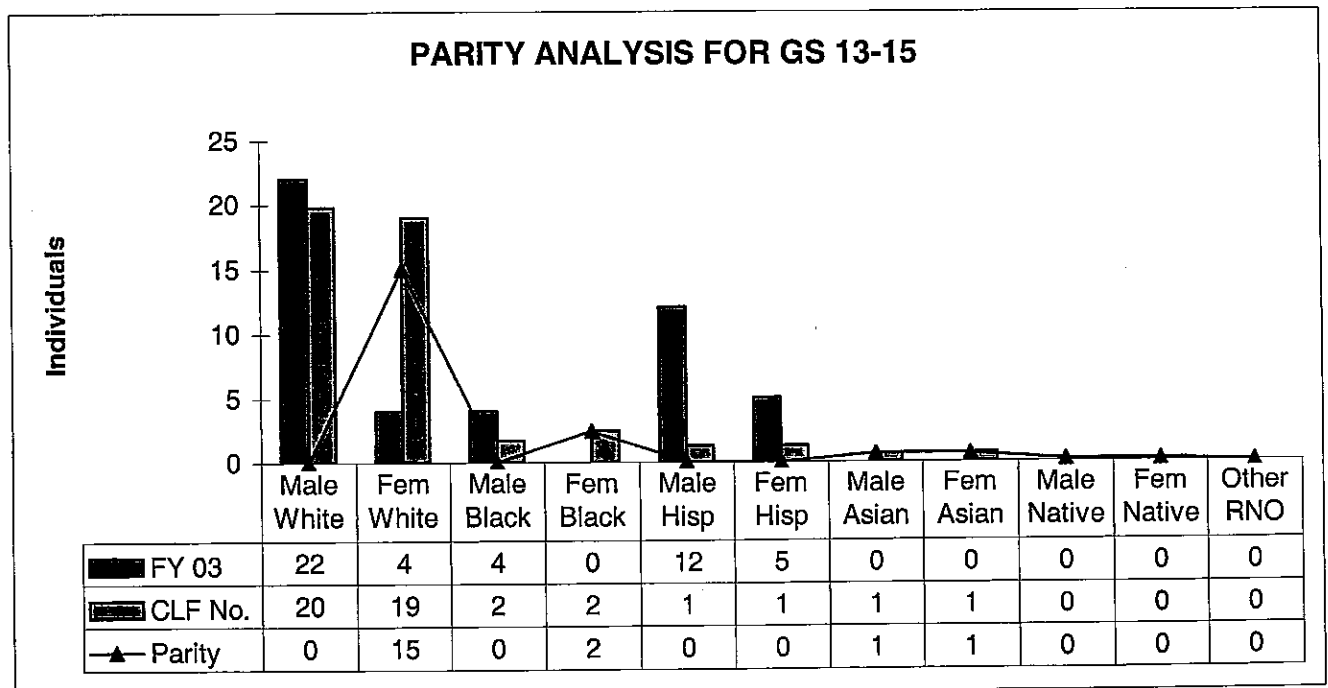
Categories (Total #)	Underrepresented EEO Groups	Current #	Increase Number Needed for Parity
Professional (98)	White Females	13	17
	Black Females	2	1
	Asian/ Pacific Islander Males	0	3
	Asian/ Pacific Islander Females	0	2
Administrative (270)	White Females	33	8
	Hispanic Males	48	37
	Hispanic Females	23	39
Technical (115)	Hispanic Females	17	23
Clerical (166)	White Females	33	8
	Hispanic Females	42	41
Other (268)	White Females	6	5
	Hispanic Females	11	16
	Native Americans/Alaskan Females	0	1
Blue-Collar (33)	Hispanic Males	18	1
	Hispanic Females	0	4

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BY GRADE GROUPINGS:

Command emphasis continues to require review and monitoring for the GS 13-15 positions to ensure all qualified employees are afforded equal opportunity for consideration for promotion. The chart below provides statistical data showing manning levels by Race, Sex, and National Origin for the GS 13-15 grade grouping. Data shows that within the GS 13-15 grade level there is an under-representation in White Female, Black Female, Asian/Pacific Islander Females and Males, and Native Americans/Alaskan Natives Females and Males.

GS 13-15	FY 03		FY 02		+ or -	CLF	CLF No.	Parity
Male White	22	46.8%	31	53.4%	-6.6%	42.1%	20	0
Fem White	4	8.5%	6	10.3%	-1.8%	40.4%	19	15
Male Black	4	8.5%	4	6.9%	1.6%	3.6%	2	0
Fem Black	0	0.0%	0	0.0%	0.0%	5.2%	2	2
Male Hisp	12	25.5%	11	19.0%	6.6%	2.6%	1	0
Fem Hisp	5	10.6%	5	8.6%	2.0%	2.6%	1	0
Male Asian	0	0.0%	0	0.0%	0.0%	1.4%	1	1
Fem Asian	0	0.0%	0	0.0%	0.0%	1.4%	1	1
Male Native Amer	0	0.0%	0	0.0%	0.0%	0.3%	0	0
Fem Native Amer	0	0.0%	0	0.0%	0.0%	0.3%	0	0
Other RNO	0	0.0%	1	1.7%	0.0%	0.0%	0	0
Total	47	100.0%	58	100.0%				

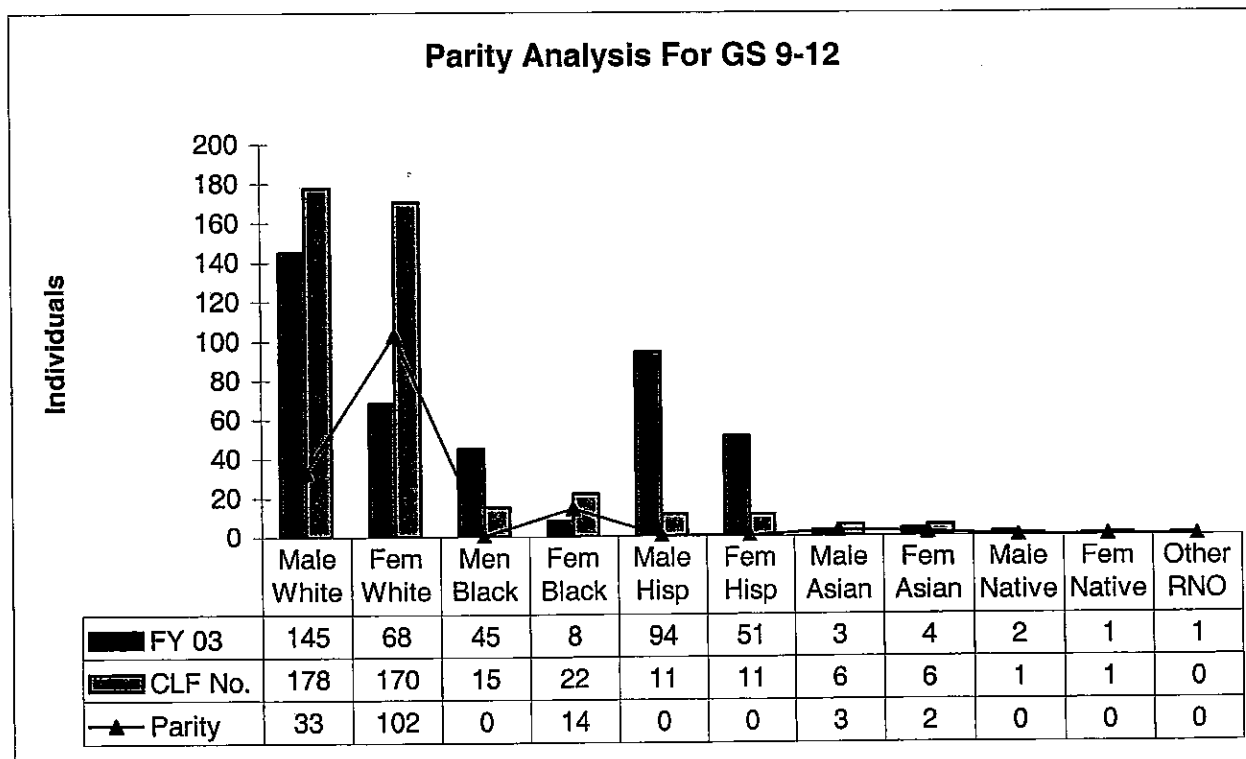


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Review reveals the largest disparity with the CLF is between the female workforce and that female and minority disparities increase as grade levels increase.

GS 9-12 ANALYSIS

GS 9-12	FY 03		FY 02		+ or -	CLF	CLF No.	Parity
Male White	145	34.4%	141	35.3%	-1.0%	42.1%	178	33
Fem White	68	16.1%	66	16.5%	-0.4%	40.4%	170	102
Men Black	45	10.7%	40	10.0%	0.6%	3.6%	15	0
Fem Black	8	1.9%	8	2.0%	-0.1%	5.2%	22	14
Male Hisp	94	22.3%	81	20.3%	2.0%	2.6%	11	0
Fem Hisp	51	12.1%	55	13.8%	-1.7%	2.6%	11	0
Male Asian	3	0.7%	3	0.8%	0.0%	1.4%	6	3
Fem Asian	4	0.9%	3	0.8%	0.2%	1.4%	6	2
Male Native	2	0.5%	2	0.5%	0.0%	0.3%	1	0
Fem Native	1	0.2%	0	0.0%	0.2%	0.3%	1	0
Other RNO	1	0.2%	0	0.0%	0.0%	0.0%	0	0
Total	422	100.0%	399	100.0%				



Review shows the largest disparity with the CLF is among the White and Black female workforce. Also, there is disparity in the Asian Pacific/ Islander Male and Female categories.

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F. MAJOR OCCUPATIONS ANALYSIS

Appendix D shows the distribution of EEO groups and numerical objective accomplishments by major occupations. The following EEO groups are identified as underrepresented for the following occupations:

CATEGORIES	UNDERREPRESENTED GROUPS
PROFESSIONAL	
Environmental Engineering, GS-819	White Females, Black Males, Black Females, Asian/ Pacific Islander Females, Asian/ Pacific Islander Males, Native Americans/ Alaskan Natives Males, Native Americans/ Alaskan Natives Females
ADMINISTRATIVE	
Training Instructor, GS-1712	White Females, Black Females, Hispanic Males, Hispanic Females, Asian/ Pacific Islander Females
Budget Analyst, GS-560	Hispanic Males and Females, Asian/ Pacific Islander Males and Females, Native Americans/ Alaskan Natives Males
TECHNICAL	
Training Technician, GS-1702	Hispanic Males, Hispanic Females, Asian/ Pacific Islander Males, Asian/ Pacific Islander Females, Native Americans/Alaskan Natives Female
CLERICAL	
Supply Clerk, GS-2005	White Females, Black Females, Hispanic Females, Asian/ Pacific Islander Males, Asian/ Pacific Islander Females, Native Americans/ Alaskan Natives Females
Secretary, GS-318	Black Males, Hispanic Males, Hispanic Females, Asian/ Pacific Islander Males, Native Americans/ Alaskan Natives Females
OTHER	
Firefighter, GS-081	White Females, Black Males, Black Females, Hispanic Females, Asian/ Pacific Islander Males, Asian/ Pacific Islander Females, Native Americans/ Alaskan Natives Females
BLUE-COLLAR	
Material Handlers, WG-6907	White Females, Black Males, Black Females, Hispanic Females, Asian/ Pacific Islander Males, Native Americans/ Alaskan Natives Males

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ACCOMPLISHMENT REPORT ON OBJECTIVES

WORKFORCE:

1. **Women:** Overall employment of women decreased to 28% of the total workforce during FY 03. Women are still underrepresented in all job categories. In the GS 1-4 grades, there was an increase of 5%, while in the GS 5-8 grades there was a decrease of 5% from FY 02. GS 9-12 and blue-collar grades had decreases of 8% and 5 percent, respectively. GS/GM 13-15 grades remained the same from FY 02 levels. Women, i.e., White female, Black female, and Asian Pacific Islander females, remain underrepresented in the higher grades of GS/GM 13-15.

Women	FY 03	FY 02	Change
Total	27.5%	31.1%	-3.6%
GS 1-4	42.2%	37.7%	4.5%
GS 5-8	26.6%	31.2%	-4.6%
GS 9-12	23.9%	31.5%	-7.6%
GS/GM 13-15	19.1%	19.0%	0.1%
Blue Collar	0.0%	4.6%	-4.6%

2. **Blacks:** Overall employment of Blacks increased by 1% in FY 03. Fort Bliss has a good record for employing Black employees at all occupational categories. Black representation at the GS 1-4 grade level decreased slightly by 1%, but increased for all other wage grade levels.

Blacks	FY 03	FY 02	Change
Total	13.1%	12.4%	0.7%
GS 1-4	15.0%	16.0%	-1.0%
GS 5-8	11.7%	11.5%	0.2%
GS 9-12	14.1%	12.6%	1.5%
GS/GM 13-15	8.5%	6.9%	1.6%
Blue Collar	12.1%	4.6%	7.6%

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3. Hispanics: Overall employment of Hispanics slightly increased from 44% in FY 02 to 46% in FY 03. There was an increase in the GS 1-4 grade level by 6% and a 1% increase in the GS 5-8 grade level. The GS 9-12 grade level decreased by a percentage point while the GS/GM 13-15 grade level increased Hispanic representation by 9%. The blue-collar grades saw a loss of 14% for Hispanics.

Hispanic	FY 03	FY 02	Change
Total	45.6%	43.9%	1.7%
GS 1-4	52.8%	47.1%	5.7%
GS 5-8	54.3%	52.9%	1.4%
GS 9-12	33.4%	34.4%	-1.0%
GS/GM 13-15	36.2%	27.6%	8.6%
Blue Collar	54.6%	68.2%	-13.6%

4. Asian /Pacific Islanders: Overall employment of Asians/Pacific Islanders remained at the same level in FY 03 as in FY 02. There was a 2% decrease in the Blue-collar grade, while all other levels remained essentially unchanged.

Asian/Pacific Islander	FY 03	FY 02	Change
Total	1.5%	1.6%	-0.1%
GS 1-4	1.1%	0.4%	0.7%
GS 5-8	2.3%	2.6%	-0.3%
GS 9-12	1.5%	1.7%	-0.2%
GS/GM 13-15	0.0%	0.0%	0.0%
Blue Collar	0.0%	2.3%	-2.3%

5. Native Americans/Alaskan Natives: Overall employment of Native Americans/Alaskan Natives did not change between FY 03 and FY 02. There was a significant 3% increase in blue collar representation for Native Americans.

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Native Americans/ Alaskan Natives	FY 03	FY 02	Change
Total	0.6%	0.5%	0.1%
GS 1-4	0.6%	0.4%	0.2%
GS 5-8	0.6%	0.6%	0.0%
GS 9-12	0.9%	0.7%	0.2%
GS/GM 13-15	0.0%	0.0%	0.0%
Blue Collar	3.0%	0.0%	3.0%

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Organization and Resources

PROGRAM/BARRIER STATEMENT: All personnel actions and most personnel records are processed at the regional personnel center at Fort Huachuca, AZ. This may impact discrimination complaints processing and affirmative employment planning.

OBJECTIVE: To develop transition plans and promote coordination between EEO and CPAC.

RESPONSIBLE OFFICIAL: EEO, CPAC

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Develop transition plan.	EEO, CPAC	Oct 03
Establish interim procedures in processing discrimination complaints.	EEO, CPAC	Nov 03
Increase coordination efforts in the affirmative action planning between EEO and CPAC	EEO, CPAC	Oct 03

The EEO and CPAC staff members meet to discuss the impact of CPAC and the in-processing of EEO discrimination complaints and affirmative employment planning. All problems and issues have been discussed and identified. Procedural and technical guidance has been developed to ensure a smooth operation in processing discrimination complaints.

EEOC FORM 568 (8/87)

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Discrimination Complaints

PROGRAM/BARRIER STATEMENT: The high turnover of EEO counselors. Most counselors do not have sufficient time for counseling duties because of increased workload and responsibilities in their primary jobs.

OBJECTIVE: To provide quality counseling service in the informal stage of EEO.

RESPONSIBLE OFFICIAL: EEO

TARGET DATE: Annually

ACTION ITEMS COMPLETED	RESPONSIBLE OFFICIAL	DATE
Ensure counselors have an addendum to job description.	CPAC	Oct 03
Solicit support from all supervisors to allow counselors enough time to take cases.	EEO	Quarterly
Conduct counselor-training meetings.	EEO	Monthly
Provide feedback to counselors and recognize deserving counselors with incentive awards.	EEO	Mar 03
Update counselors' appointment letter each fiscal year.	EEO	Oct 03
Ensure that counselors fill out an exit survey at the time of resignation or termination of the appointment.	EEO	As needed

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Workforce

PROGRAM/BARRIER STATEMENT: White women, Black women, Asian Pacific Islander women and men are underrepresented in grades GS 13-15 levels.

OBJECTIVE: To increase the representation of White women, Black women, Asian Pacific Islander women and men in GS 13-15 levels.

RESPONSIBLE OFFICIAL: EEO, CPAC, and Directors

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Measure applicant pool sufficiency and track referrals and selections.	EEO	Monthly
Encourage supervisors to expand recruitment sources and advise on areas of consideration.	EEO, CPAC	As vacancies occur.
Conduct career development seminars during ethnic observances.	SEPC	At SEP Observances.
Use Federally supported outreach programs to increase employment opportunities.	EEO	As vacancies occur.
Use Special Emphasis Officials for feedback.	EEO (SEP Chair & committee)	Quarterly
Encourage employees to register in the DA Career programs (Programs differ for various areas of employment, i.e., Budget, Personnel, Etc.)	Supervisors	Quarterly

- All actions items will be continued next year. The process is ongoing and it requires continuous effort to achieve this objective.

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Workforce

PROGRAM/BARRIER STATEMENT: Under-representation of Hispanic women in all occupational series except the Professional category.

OBJECTIVE: To increase the representation of Hispanic Women in Administrative, Clerical, Technical, Blue-Collar, and Other categories..

RESPONSIBLE OFFICIAL: SEP Committee, EEO

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Use Special Emphasis Programs to provide information on special recruitment issues faced by Hispanic women.	SEPC	Quarterly
Encourage supervisors to expand recruitment sources and extend the areas of consideration. (Accomplished during EEO training sessions)	EEO	As vacancies occur.
Conduct training to increase awareness and address the affirmative employment goals.	EEO	Feb 03 Aug 03
Use Federal outreach programs to increase employment opportunities.	EEO	As needed.
Provide career counseling to employees.	SEPC	As needed

- All action items will be continued next year. The process is ongoing and it requires continuous effort to achieve this objective.

EEOC FORM 568 (8/87)

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Workforce

PROGRAM/BARRIER STATEMENT: Under-representation of White/Black/Asian females, and Asian/Pacific Islander males.

OBJECTIVE: To increase the representation in GS 9-12 grade levels of White/Black/Asian females, and Asian/Pacific Islander males.

RESPONSIBLE OFFICIAL: SEP Committee, EEO, and EEO Staff

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Use Special Emphasis Programs to provide information on special recruitment issues faced by women.	SEPC	Quarterly
Encourage supervisors to expand recruitment sources and extend the areas of consideration.	EEO	As vacancies occur.
Conduct training to increase awareness and address the affirmative employment goals.	EEO	Feb 03
Use local colleges and technology institutes to increase employment opportunities.	SEPC	As needed.
Provide career counseling to employees.	SEPC	As needed.

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Workforce

PROGRAM/BARRIER STATEMENT: Under-representation of all EEO groups in WL/WS/WN 12-19 grade levels.

OBJECTIVE: To increase the representation of EEO groups in WL/SW/WN 12-19 grade levels.

RESPONSIBLE OFFICIAL: Directors/Managers, EEO

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Encourage supervisors to expand recruitment sources and extend the areas of consideration.	Directors	As vacancies Occur.
Conduct training to increase awareness and address the affirmative employment goals.	EEO	Feb 03 Aug 03
Develop individual leadership training plan.	Directors	Annually
Provide opportunity for internal movement	Directors	As vacancies occur.

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**WHICH HAVE BEEN SUCCESSFUL IN IMPROVING
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SPECIAL EMPHASIS PROGRAMS AND OBSERVANCES

The Special Emphasis Programs and Observances focused on diversity training and cultural awareness throughout FY 03. The sequence of events and observances were as follows:

The Black Employment Program partnered with the U.S. Customs Service, Immigration and Naturalization Service, Border Patrol, International Water and Boundary Commission, Department of Interior and the University of Texas at El Paso and co-hosted a very successful Black History Month Program. The keynote speaker for this event was one of the Freedom Riders, Dr. Terrence J. Roberts from the University of Southern California. The event was a tremendous success and we will continue to partner with other federal agencies in the area. EEO co-sponsored the opening event at Soldier Hall in observance of Black History. There was a display of cultural artifacts and art work contributed by the local community. The keynote speaker was Ms. Mattie Ward, Past President of the Buffalo Soldiers Association, Donnie W. Brown Chapter, and El Paso, Texas. Musicians provided soul music, and the Victory Warriors from the Drill and Dance Academy performed. Additionally, Black Culture poetry was recited to address Black Culture awareness.

In March 2003, the Federal Women's Program subcommittee partnered with the Equal Opportunity (EO) Office to sponsor an observance to celebrate 2003's Women's History Month. Military and DA Civilian women were honored for their role in support of women. The goal was to showcase the diverse and interlocking history of women who have created and affirmed the American spirit. The theme delivered the message of who American women are and what they have accomplished. Ms. Rosa Guerrero, a well-known artist, educator, consultant, dance historian was the keynote speaker for this event. She is known nationally as the "dancing missionary." The Federal Women's Program committee hosted a workshop on financial management, which was received with great enthusiasm by attendees. Two top financial consultants from the El Paso community conducted the workshop. .

Since FY 95, the Fort Bliss Disability Employment Program (DEP) Committee has partnered successfully with city, state and Federal agencies to co-sponsor an awards luncheon and disability awareness and sensitivity workshops during the National Disability Employment Awareness Month. The Fort Bliss Committee for Employees with Disabilities, the El Paso Mayor's Committee for People with Disabilities, Inc.; the City of El Paso Accessibility Advisory Committee; the Texas Commission for the Blind; the Texas Rehabilitation Commission; United Cerebral Palsy of Texas; Social Security Administration; Center for Students with Disabilities, El Paso Community College; Volar, Center for Independent Living; Disabled Students Services, and the University of Texas at El Paso partnered together to share resources, talents, ideas and expertise to convey a vital message.

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In keeping with the theme, on October 30, 2003, the partners sponsored an awards luncheon, which was hosted by the William Beaumont Army Medical Center (WBAMC) Commander. The event recognized disabled employees who were role models to other employees in their respective organizations. WBAMC honored their employee who also won the MEDCOM award. The El Paso community partners recognized employee role models and employers who were supportive of their respective goals or hired the disabled. There was a presentation of workshops, which focused on work accommodations and services for the disabled. The workshops were well attended by both the military installation and the El Paso civilian community. Noteworthy was that the Disability Program at Fort Bliss was recognized by TRADOC as the "Best Disability Program."

The EEO office utilized the Computer/Electronic Accommodations Program (CAP) to meet the needs of disabled employees in the performance of their job duties and responsibilities. In doing so, Fort Bliss received over \$15,000.00 in computer equipment, thus experiencing a savings of funds that can be used in carrying out other Fort Bliss/EEO initiatives.

During National Hispanic Heritage Month, the Hispanic Employee Committee partnered with the EO Office in putting an event together. An observance was held on September 16, 2003. The overall observance was well attended at Soldier Hall, seating the maximum capacity. Guest speaker, El Paso Mayor Raymond Caballero, spoke about Hispanic Medal of Honor recipients. Gift certificates and memorabilia coins were presented to the elementary school children who colored the best poster for this year's Hispanic theme. In celebration of Hispanic Culture, mariachi musicians played during the prelude. Additionally, dancers from Spain, Mexico and Puerto Rico provided an educational repertoire portraying their respective culture in costume and dance. The finale was an epicurean delight of food tasting from various Hispanic countries.

The Special Emphasis Program Committee partnered with William Beaumont Army Medical Center to plan the Women's Equality Day Observance on August 26, 2003, at Stayton Theater, Fort Bliss, Texas. A slide presentation of past and present struggles for equality of women was part of the prelude. Saila Ali, Ruth Roessel, Ellen Ochoa, Shawna Robinson and Maya Lin portrayed women in history. The keynote speaker, LTC Kimberly Kesling, MD, spoke about her own struggles of getting through medical school.

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COMPLAINTS

EEO Office continued to emphasize resolving complaints at the lowest level and to place more responsibility on Directors and Supervisors for resolution and settlement. The EEO Office worked as a team with the Labor Counselor and the CPAC Officer in that endeavor. Numerous complaints at Fort Bliss and WBAMC have been resolved through mediation. Our mediation program has been very successful. DEOMI conducted mediation training in August 2003, and thirty individuals were certified. CPAC showed their support by paying for this training. Appendix E shows all complaints processed during FY 03, as reported within the 462 Report.

CONSIDERATION OF OTHERS PROGRAM

The Consideration of Others (Co2) Program, addressed cultural diversity, ethics, conflict resolution, religious accommodations, and drug/alcohol abuse via facilitated trainers in the workforce. Participation for fiscal year 2003 was substantial.

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SMALL AND DISADVANTAGED BUSINESS INITIATIVES

The Fort Bliss Directorate of Contracting exceeded its HQDA directed goals by percentages indicated:

Service Disabled Veterans-Owned.....	4.40%
SBA 8a (Minority).....	2.80%
Hub Zone.....	1.70%
Small Business Set Asides.....	4.70%
Women-Owned.....	1.00%
Combined HBCU & MI.....	.50%

RECRUITMENT

In support of the Department of The Army's Minority College Relations Program, Fort Bliss established a committee to develop, resource, implement and coordinate a program to address opportunities in employment, contracting, resource exchange and college relations. Lack of manpower and resources has slowed our efforts in this area.

PREVENTION OF SEXUAL HARASSMENT (POSH)

The SEP Manager conducted POSH refresher training in a two-hour module for all DA employees and supervisors. The training included the legal definition, and the common sense definition, in addition to all the DA requirements for POSH training. The annual updates also covered diversity and EEO training which was required for all DA civilians, supervisors, and military supervisors of DA civilians. The SEP Manager also conducted new employee and supervisor training which was scheduled by the CPAC. Ninety three percent of the workforce attended the training. Two handouts on the EEO Complaint Process and POSH, developed by the EEO Office, were distributed at the training sessions. The EEO Officer has prepared training material on POSH in Spanish and has provided training in that language at Fort Bliss and the El Paso community. In March 2003 POSH training was put in the EEO WEB page. Appendix F provides a percentage breakdown of POSH training attendees, while Appendix L contains an "All Ft. Bliss" memorandum that identifies the importance of POSH training and informs employees of the Training's on-line availability.

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COMMUNITY OUTREACH

1. The Special Emphasis Program Manager is a member of the Executive Women International (EWI), which is an organization that brings together key individuals from diverse businesses for the purpose of promoting member firms, enhancing personal and professional development, and encouraging community involvement.
2. The EEO Officer is on the Board of Directors for the YWCA, chairs the Racial Justice Committee and is a Commissioner for the Civil Service Commission, City of El Paso. She received a commander's award from HQ, TRADOC, for the management of the Fort Bliss EEO Program and promoting racial justice at Fort Bliss, and in the El Paso community. She is a member of the Life Management Board.
3. The entire EEO staff are members of the Federal Managers Association (FMA), which in addition to lobbying for benefits for DA civilians, also focuses on community service. They raise monies to provide scholarships for minorities and women.

EEO LEADERSHIP AWARD

The Fort Bliss Commander recognized the Chair of the Disability Employment Program with the Commander's Award for Civilian Service, for his demonstrated outstanding performance and devotion to the disability program during the calendar year 2002 and 2003. Our Chief Counselor was submitted to compete for the Secretary of the Army's Award on EEO.

PROGRAM ADMINISTRATION

The EEO Office and the Civilian Personnel Advisory Center (CPAC) are implementing changes as a result of the regionalization of the Civilian Personnel Office. To meet the automation requirements introduced by the Army Civilian Personnel Regionalization and Systems Modernization, the EEO Office purchased new Dell computers, printers and software. The Command has been

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extremely supportive in updating our computer equipment. This included laying new carpet, redoing windows and painting the building.

In FY02, the EEO Office opened an off-site office at William Beaumont Army Military Center (WBAMC) in order to provide better services to those employees. Current scheduling consists of assigning an EEO employee to work at the site one day a week.

EEO STAFF TRAINING

1. Two EEO Specialists attended training at the FEW, LULAC and BIG conferences. One of the Specialists attended the EEO Officers Course and one attended the EEO Specialist Course at DEOMI. They both attended the DEOMI mediation training.
2. The Disabilities Program Manager attended the Disabilities Conference in Bethesda, MD in December 2002.
3. EEO Specialist attended MCRP in February 03.
4. EEO Officer attended Human Relations conference sponsored by the George Washington University and received HR Certification.
5. Three Specialists attended ACPERS and BOA training.
6. Collateral counselor training was provided throughout 2002-2003, as shown in Appendix M.

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APPENDICIES

APPENDIX	CONTENT
A	<ul style="list-style-type: none"> • Fort Bliss Workforce by PATCOB <ul style="list-style-type: none"> • EEO Profile Graph • WBAMC Tenant Workforce by PATCOB • Tenant Organizations Workforce by PATCOB • NAF Workforce by PATCOB • PATCOB Parity Analysis <ul style="list-style-type: none"> ○ PATCOB Parity Analysis for Professional Graph ○ PATCOB Parity Analysis for Administrative Graph ○ PATCOB Parity Analysis for Technical Graph ○ PATCOB Parity Analysis for Clerical Graph ○ PATCOB Parity Analysis for Other Graph ○ PATCOB Parity Analysis for Blue Collar Graph
B	<ul style="list-style-type: none"> • FY 02-FY 03 Change in Workforce by PATCOB <ul style="list-style-type: none"> • Workforce Change in 2003 Graph • FY 02-FY 03 Minorities <ul style="list-style-type: none"> • Workforce Percentage Graph
C	<ul style="list-style-type: none"> • Fort Bliss Workforce Profile by Grade Groupings – FY 03 For White Collar <ul style="list-style-type: none"> • GS Level Percentages—FY 03 Comparisons Graph • Fort Bliss Workforce Profile by Grade Groupings – FY 03 For Blue Collar
D	Comparisons for Major Occupations-FY 03
E	Complaints Processed (Excerpt from 462 Report)
F	POSH Training
G	Commanding General's Policy
H	Minutes of EEO Committee Meeting
I	DA Policy on Sexual Harassment and Prevention of Sexual Harassment
J	EEO Objectives Memorandum for Supervisors
K	Disabled Veterans' Accomplishment Report
L	Mandatory On-line POSH Training Memorandum
M	EEO/Collateral Counselor Training

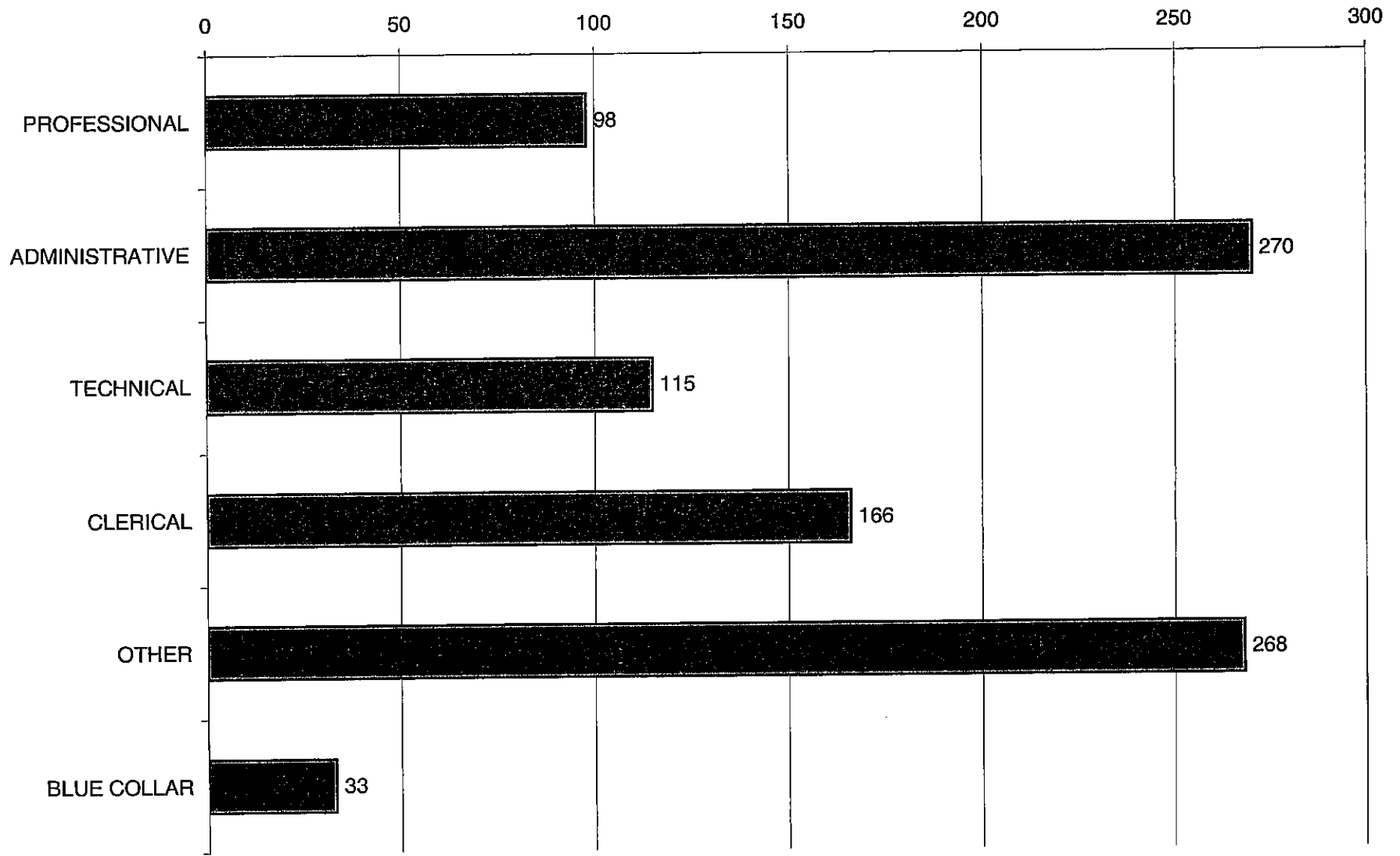
**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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APPENDIX A

**Annual Affirmative Employment Program Accomplishment Report
Distribution of EEO Groups and Comparison by PATCOB-FY 03
Comparison With Civilian Labor Force**

[illegible]

EEO Profile Total Distribution By PATCOB



Appendix A **WBAMC Tenant Organizations' Work Force by PATCOB-FY 03**

	TOTAL	White Males	White Females	Black Males	Black Females	Hispanic Males	Hispanic Females	Asian/ Pacific Islander Males	Asian/ Pacific Islander Females	Native Americans/ Alaskan Natives Males	Native Americans/ Alaskan Natives Females	Id Pending
PROFESSIONAL	199	47	57	2	18	20	45	2	7	0	0	1
Tenant %	100.0%	23.6%	28.6%	1.0%	9.0%	10.1%	22.6%	1.0%	3.5%	0.0%	0.0%	
NCLF %	100.0%	54.7%	30.3%	2.4%	3.2%	2.1%	1.4%	3.5%	1.9%	0.2%	0.2%	0.0%
ADMINISTRATIVE	64	19	17	5	3	7	9	0	2	1	1	0
Tenant %	100.0%	29.7%	26.6%	7.8%	4.7%	10.9%	14.1%	0.0%	3.1%	1.6%	1.6%	
CLF %	100.0%	26.4%	15.1%	1.9%	1.6%	31.3%	22.9%	0.3%	0.3%	0.1%	0.0%	0.0%
TECHNICAL	307	41	64	20	24	74	75	2	3	2	2	0
Tenant %	100.0%	13.4%	20.8%	6.5%	7.8%	24.1%	24.4%	0.7%	1.0%	0.7%	0.7%	
CLF %	100.0%	20.8%	16.3%	1.0%	1.7%	24.7%	34.6%	0.3%	0.3%	0.0%	0.2%	0.2%
CLERICAL	192	19	48	4	31	24	62	0	4	0	0	0
Tenant %	100.0%	9.9%	25.0%	2.1%	16.1%	12.5%	32.3%	0.0%	2.1%	0.0%	0.0%	
CLF %	100.0%	5.6%	24.4%	0.8%	2.8%	15.4%	50.2%	0.2%	0.4%	0.0%	0.1%	0.0%
OTHER	25	6	0	7	0	10	0	2	0	0	0	0
Tenant %	100.0%	24.0%	0.0%	28.0%	0.0%	40.0%	0.0%	8.0%	0.0%	0.0%	0.0%	
CLF %	100.0%	37.1%	4.0%	1.7%	0.2%	46.5%	9.9%	0.4%	0.1%	0.0%	0.2%	0.0%
BLUE COLLAR	69	10	1	3	7	39	3	1	4	1	0	0
Tenant %	100.0%	14.5%	1.4%	4.3%	10.1%	56.5%	4.3%	1.4%	5.8%	1.4%	0.0%	
CLF %	100.0%	23.5%	1.5%	3.3%	0.4%	58.8%	11.3%	0.2%	0.0%	0.2%	0.0%	0.7%
TOTALS	856	142	187	41	83	174	194	7	20	4	3	1

Appendix A **Tenant Organizations' Work Force by PATCOB-FY 03**

	TOTAL	White Males	White Females	Black Males	Black Females	Hispanic Males	Hispanic Females	Asian/ Pacific Islander Males	Asian/ Pacific Islander Females	Native Americans/ Alaskan Natives Males	Native Americans/ Alaskan Natives Females	Id Pending
PROFESSIONAL	60	19	11	2	4	13	9	0	1	0	1	0
Tenant %	100.0%	31.7%	18.3%	3.3%	6.7%	21.7%	15.0%	0.0%	1.7%	0.0%	1.7%	
NCLF %	100.0%	54.7%	30.3%	2.4%	3.2%	2.1%	1.4%	3.5%	1.9%	0.2%	0.2%	0.0%
ADMINISTRATIVE	115	39	22	10	2	20	20	0	2	0	0	0
Tenant %	100.0%	33.9%	19.1%	8.7%	1.7%	17.4%	17.4%	0.0%	1.7%	0.0%	0.0%	
CLF %	100.0%	26.4%	15.1%	1.9%	1.6%	31.3%	22.9%	0.3%	0.3%	0.1%	0.0%	0.0%
TECHNICAL	100	29	27	5	6	10	20	1	1	1	0	0
Tenant %	100.0%	29.0%	27.0%	5.0%	6.0%	10.0%	20.0%	1.0%	1.0%	1.0%	0.0%	
CLF %	100.0%	20.8%	16.3%	1.0%	1.7%	24.7%	34.6%	0.3%	0.3%	0.0%	0.2%	0.2%
CLERICAL	30	3	8	1	4	4	8	1	1	0	0	0
Tenant %	100.0%	10.0%	26.7%	3.3%	13.3%	13.3%	26.7%	3.3%	3.3%	0.0%	0.0%	
CLF %	100.0%	5.6%	24.4%	0.8%	2.8%	15.4%	50.2%	0.2%	0.4%	0.0%	0.1%	0.0%
OTHER	7	3	0	3	0	1	0	0	0	0	0	0
Tenant %	100.0%	42.9%	0.0%	42.9%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	0.0%	
CLF %	100.0%	37.1%	4.0%	1.7%	0.2%	46.5%	9.9%	0.4%	0.1%	0.0%	0.2%	0.0%
BLUE COLLAR	23	9	1	1	0	10	1	1	0	0	0	0
Tenant %	100.0%	39.1%	4.3%	4.3%	0.0%	43.5%	4.3%	4.3%	0.0%	0.0%	0.0%	
CLF %	100.0%	23.5%	1.5%	3.3%	0.4%	58.8%	11.3%	0.2%	0.0%	0.2%	0.0%	0.7%
TOTALS	335	102	69	22	16	58	58	3	5	1	1	0

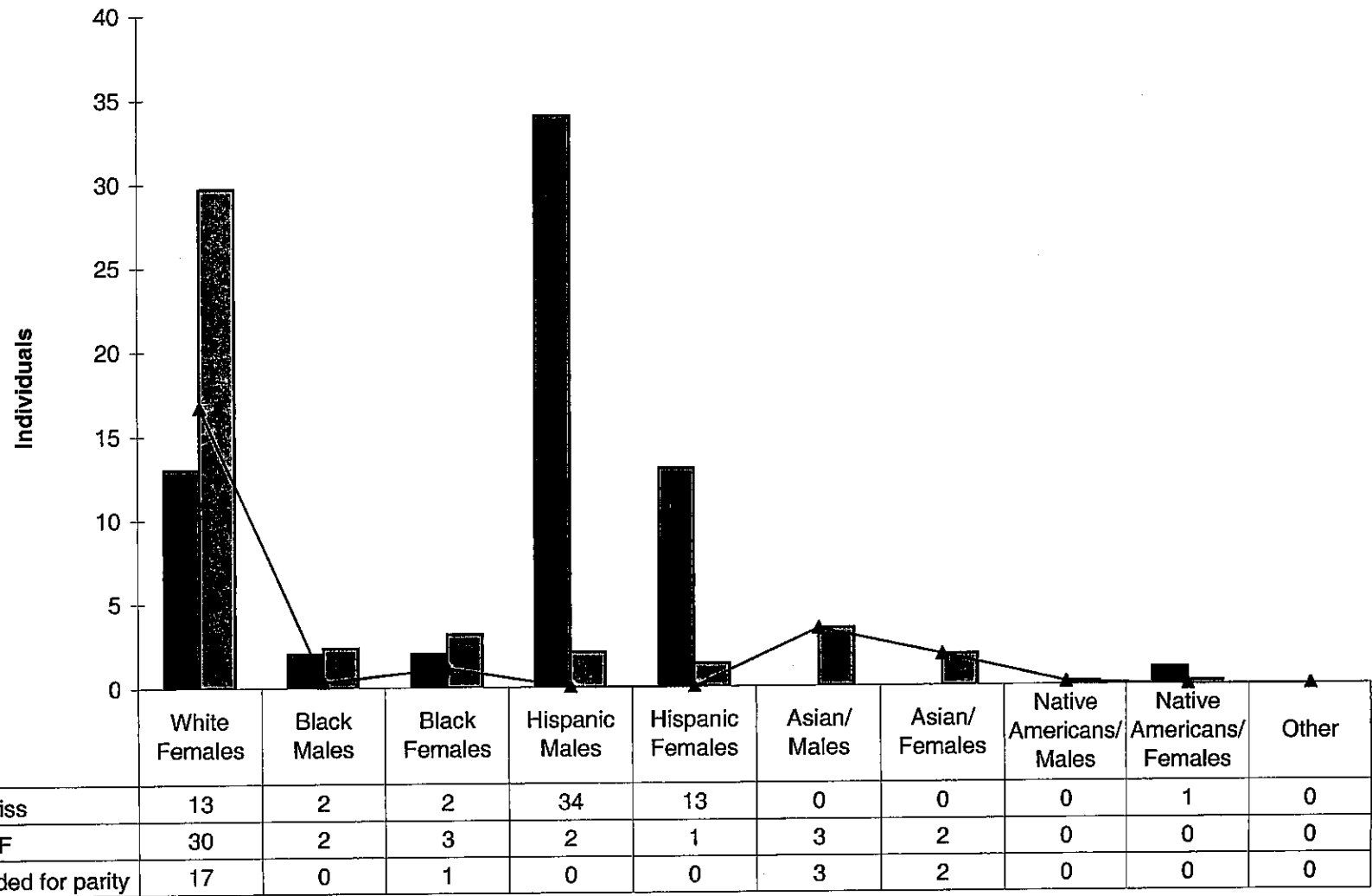
Annual Affirmative Employment Program Accomplishment Report
Distribution of NAF EEO Groups and Comparison by PATCOB-FY 03

	TOTAL	White Males	White Females	Black Males	Black Females	Hispanic Males	Hispanic Females	Asian/ Pacific Islander Males	Asian/ Pacific Islander Females	Native Americans/ Alaskan Natives Males	Native Americans/ Alaskan Natives Females	Other RNO*
PROFESSIONAL	16	6	6	0	0	2	1	0	0	0	0	1
NAF %	100.0%	37.5%	37.5%	0.0%	0.0%	12.5%	6.3%	0.0%	0.0%	0.0%	0.0%	6.3%
NCLF %	100.0%	54.7%	30.3%	2.4%	3.2%	2.1%	1.4%	3.5%	1.9%	0.2%	0.2%	0.0%
ADMINISTRATIVE	26	4	12	2	2	4	2	0	0	0	0	0
NAF %	100.0%	15.4%	46.2%	7.7%	7.7%	15.4%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%
CLF %	100.0%	26.4%	15.1%	1.9%	1.6%	31.3%	22.9%	0.3%	0.3%	0.1%	0.0%	0.0%
TECHNICAL	0	0	0	0	0	0	0	0	0	0	0	0
NAF %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CLF %	100.0%	20.8%	16.3%	1.0%	1.7%	24.7%	34.6%	0.3%	0.3%	0.0%	0.2%	0.2%
CLERICAL	132	30	40	12	12	12	20	1	1	0	0	4
NAF %	100.0%	22.7%	30.3%	9.1%	9.1%	9.1%	15.2%	0.8%	0.8%	0.0%	0.0%	3.0%
CLF %	100.0%	5.6%	24.4%	0.8%	2.8%	15.4%	50.2%	0.2%	0.4%	0.0%	0.1%	0.0%
OTHER	97	0	32	1	26	0	36	0	0	0	0	2
NAF %	100.0%	0.0%	33.0%	1.0%	26.8%	0.0%	37.1%	0.0%	0.0%	0.0%	0.0%	2.1%
CLF %	100.0%	37.1%	4.0%	1.7%	0.2%	46.5%	9.9%	0.4%	0.1%	0.0%	0.2%	0.0%
BLUE COLLAR	187	20	24	7	12	49	62	0	0	1	0	12
NAF %	100.0%	10.7%	12.8%	3.7%	6.4%	26.2%	33.2%	0.0%	0.0%	0.5%	0.0%	60.0%
CLF %	100.0%	23.5%	1.5%	3.3%	0.4%	58.8%	11.3%	0.2%	0.0%	0.2%	0.0%	0.7%
TOTALS	458											

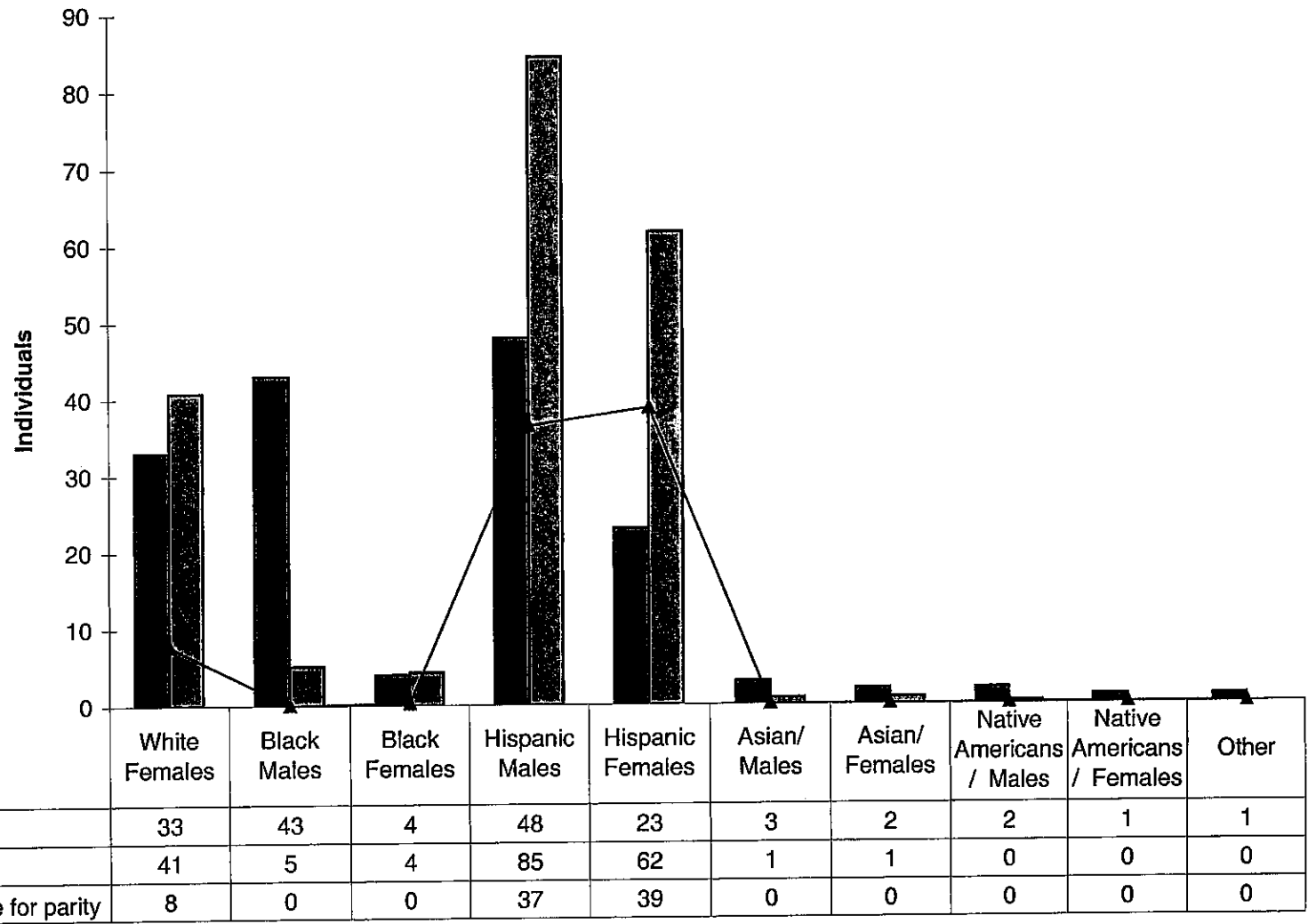
* LEGEND FOR OTHER RNO		Male	Female
Professional	Other Asian Pacific Islanders		1
Clerical	Guamanian	1	1
	Hawaiian	1	
	Korean	1	
Other	Hawaiian		1
	Korean		1
Blue Collar	Chinese		1
	Filipino		2
	Japanese		1
	Korean		5
	Vietnamese		2
	Other Asian Pacific Islanders		1

[illegible]

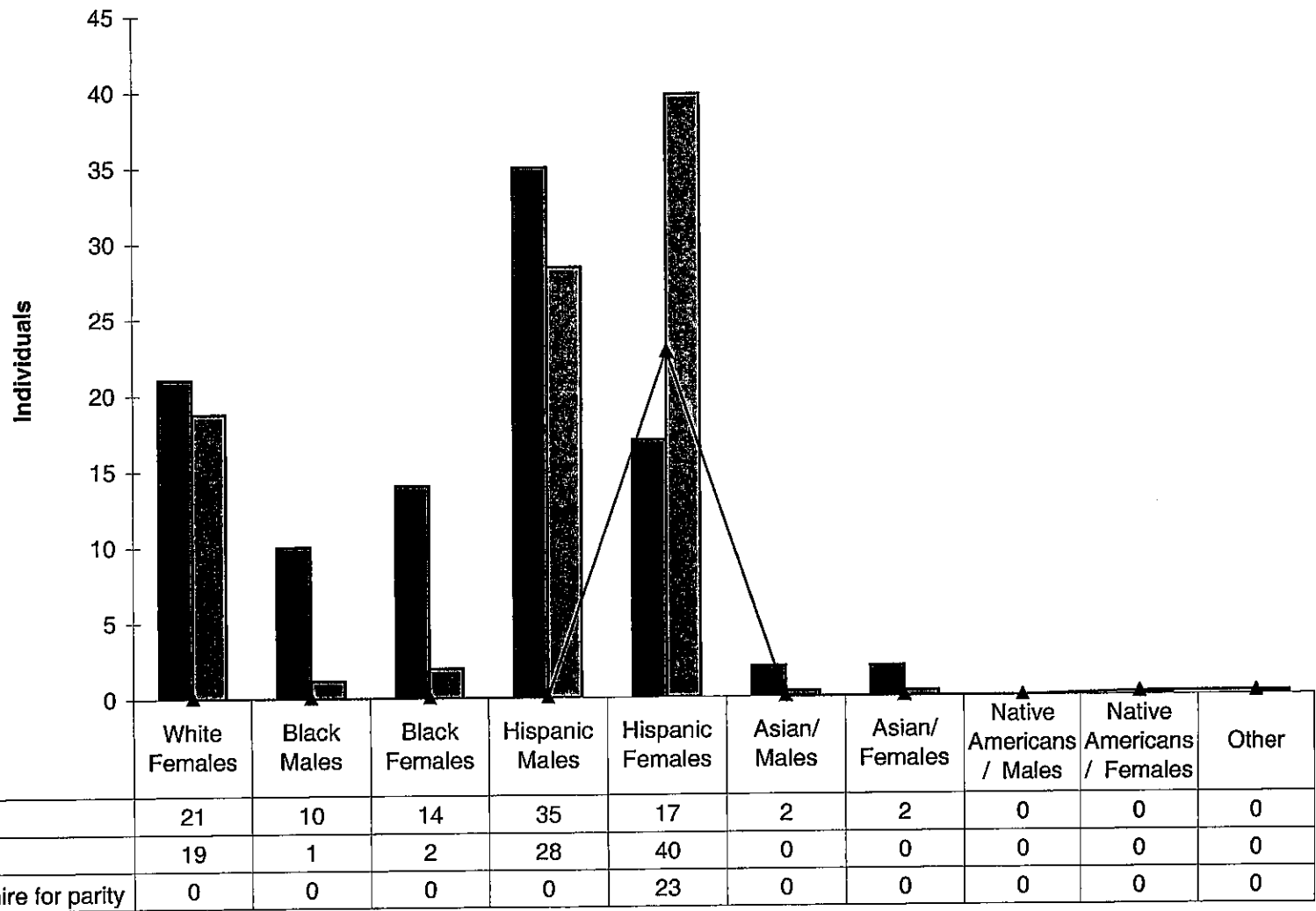
PATCOB Parity Analysis For the Professional Category



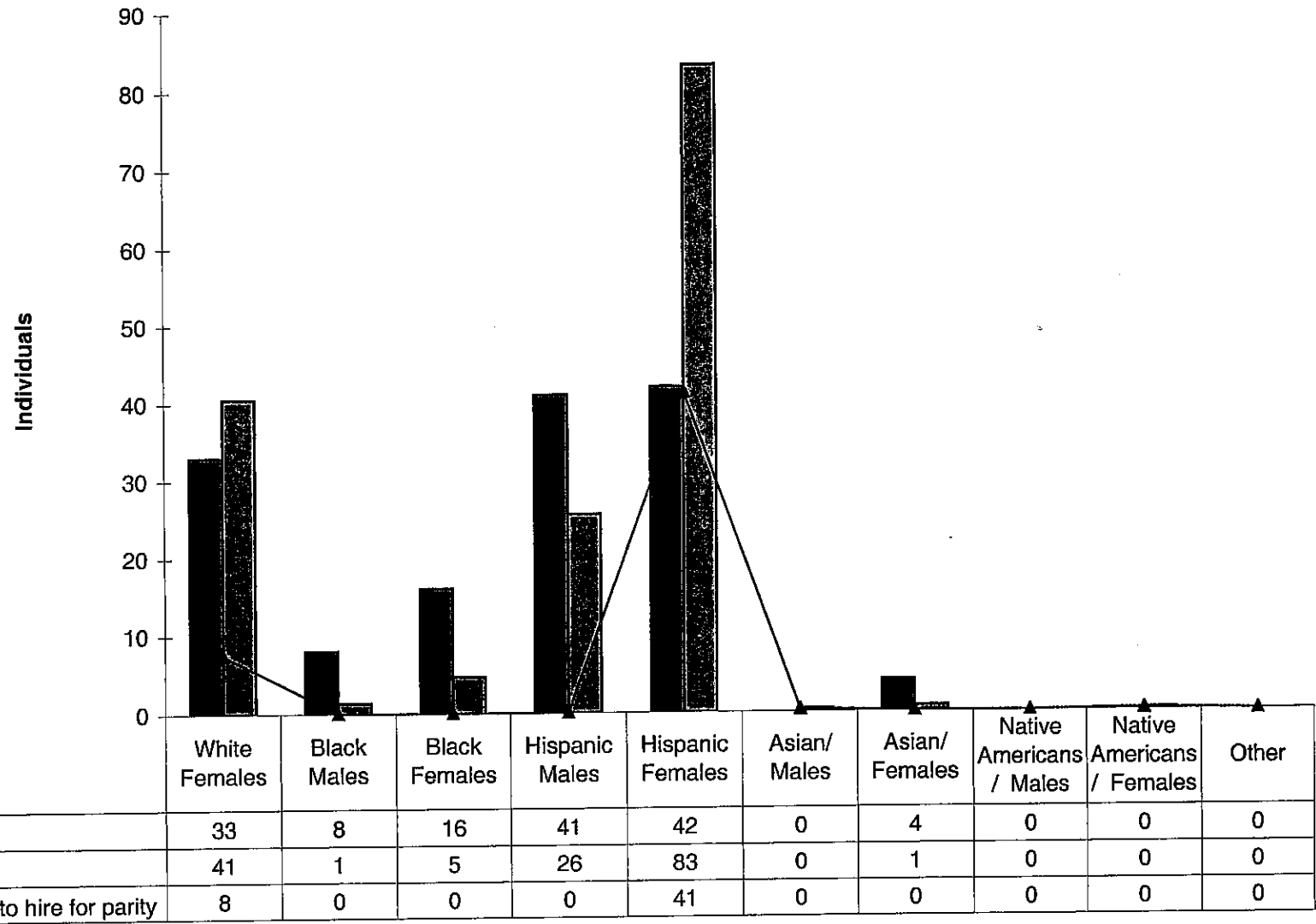
PATCOB Parity Analysis For the Administrative Category



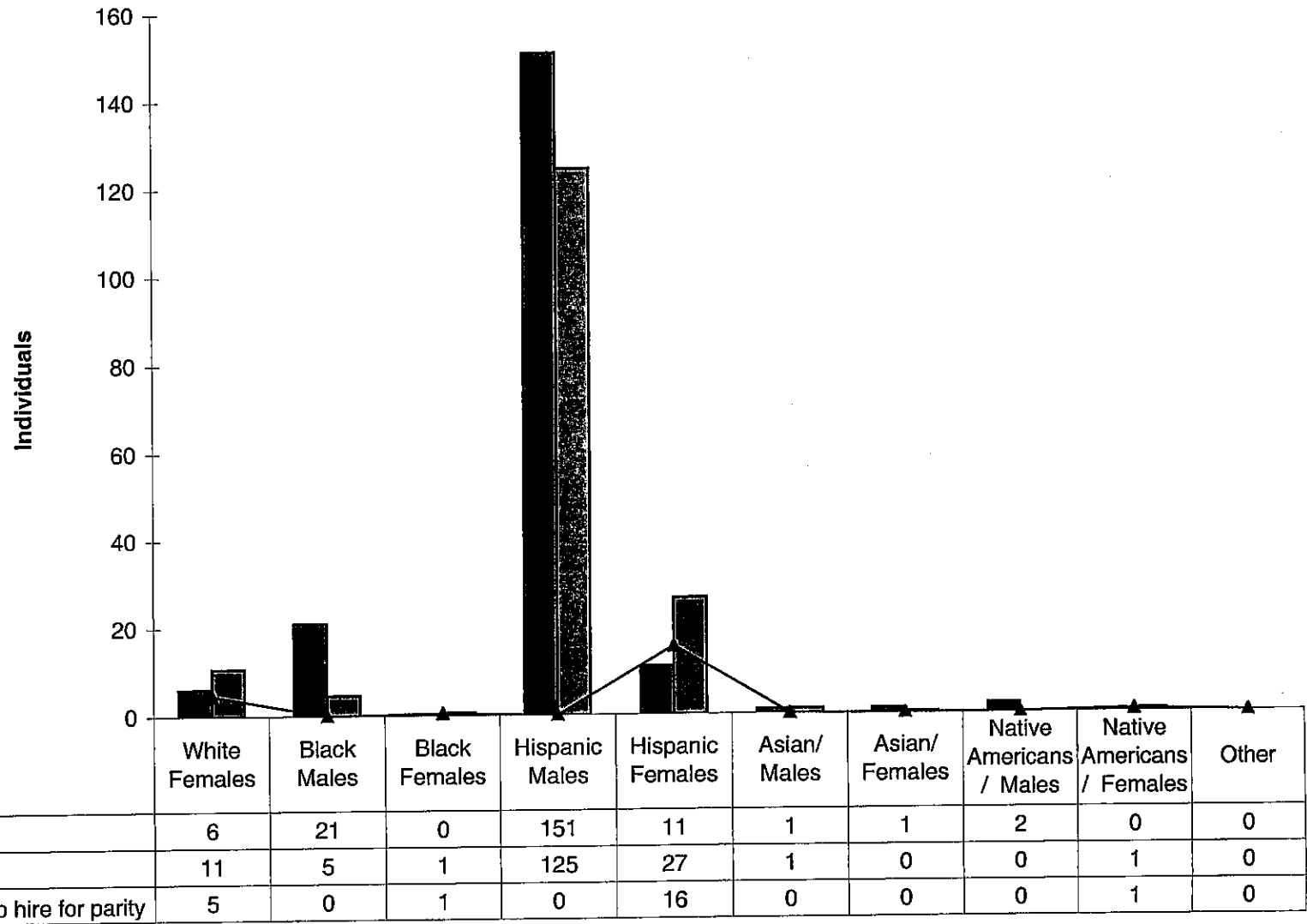
PATCOB Parity Analysis For the Technical Category



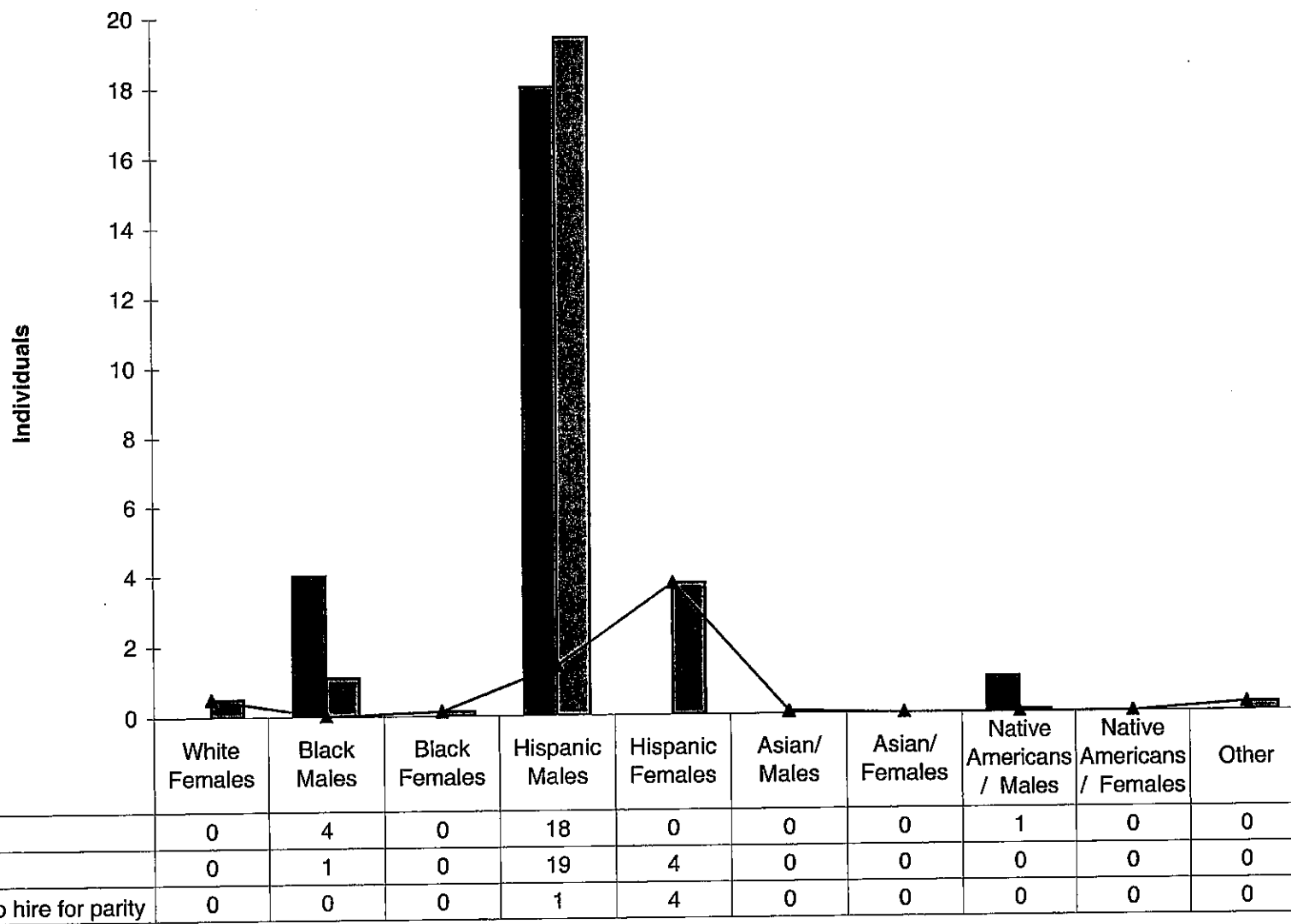
PATCOB Parity Analysis For the Clerical Category



PATCOB Parity Analysis For the Other Category



PATCOB Parity Analysis For the Blue Collar Category



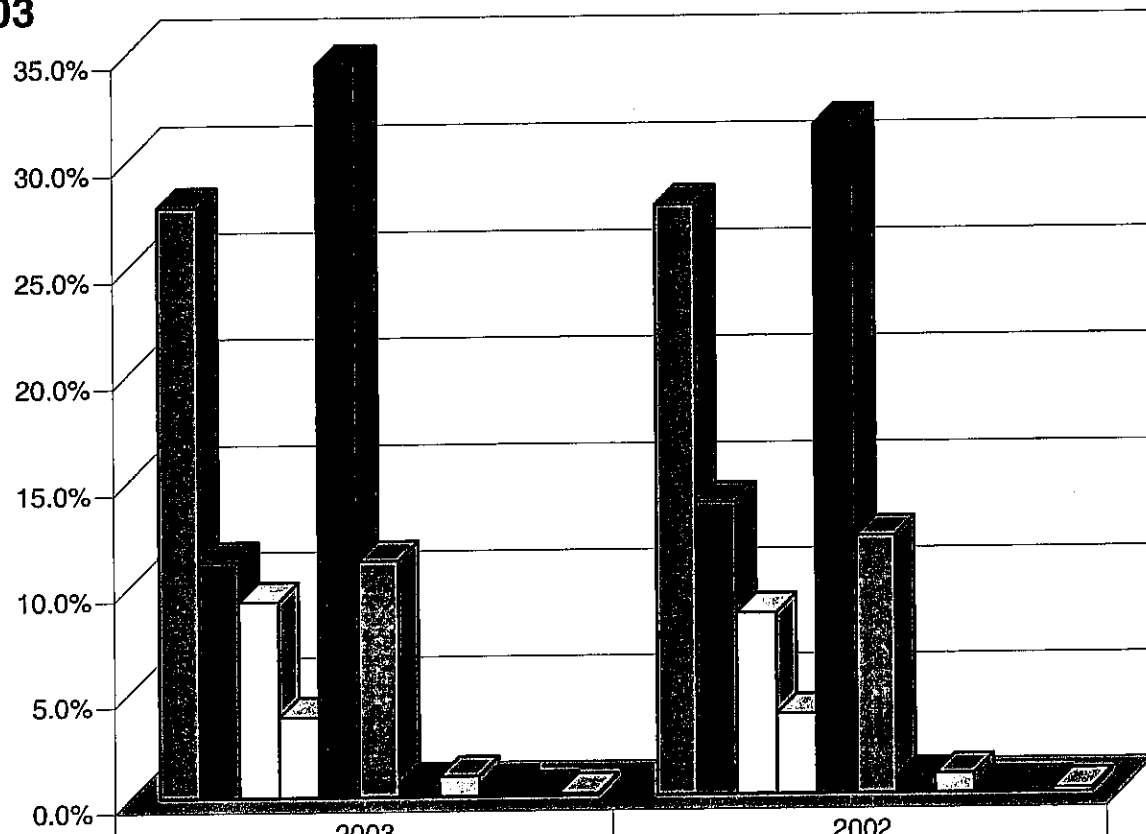
**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
WOMEN ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT FOR FY03**

APPENDIX B

Appendix B
FY 02 - FY 03 Change in Work Force by PATCOB

Occupational Category	Years/Change	Total	Women	White Males	White Females	Black Males	Black Females	Hispanic Males	Hispanic Females	Asian/ Pacific Islanders Males	Asian/ Pacific Islanders Females	Native Americans/ Alaskan Natives Males	Native Americans/ Alaskan Natives Females	Other
Professional	2003	98	29	33	13	2	2	34	13	0	0	0	1	0
			29.6%	33.7%	13.3%	2.0%	2.0%	34.7%	13.3%	0.0%	0.0%	0.0%	1.0%	0.0%
	2002	129	43	46	19	3	4	37	18	0	1	0	1	0
			33.3%	35.7%	14.7%	2.3%	3.1%	28.7%	14.0%	0.0%	0.8%	0.0%	0.8%	0.0%
	# Change	-31	-14	-13	-6	-1	-2	-3	-5	0	-1	0	0	0
	% Change		-3.7%	-2.0%	-1.5%	-0.3%	-1.1%	6.0%	-0.7%	0.0%	-0.8%	0.0%	0.2%	0.0%
Administrative	2003	270	63	110	33	43	4	48	23	3	2	2	1	1
			23.3%	40.7%	12.2%	15.9%	1.5%	17.8%	8.5%	1.1%	0.7%	0.7%	0.4%	0.4%
	2002	331	100	125	52	44	5	56	37	3	4	2	1	2
			30.2%	37.8%	15.7%	13.3%	1.5%	16.9%	11.2%	0.9%	1.2%	0.6%	0.3%	2.0%
	# Change	-61	-37	-15	-19	-1	-1	-8	-14	0	-2	0	0	-1
	% Change		-6.9%	3.0%	-3.5%	2.6%	0.0%	0.9%	-2.7%	0.2%	-0.5%	0.1%	0.1%	-1.6%
Technical	2003	115	54	14	21	10	14	35	17	2	2	0	0	0
			47.0%	12.2%	18.3%	8.7%	12.2%	30.4%	14.8%	1.7%	1.7%	0.0%	0.0%	0.0%
	2002	136	69	22	32	8	15	35	21	2	1	0	0	0
			50.7%	16.2%	23.5%	5.9%	11.0%	25.7%	15.4%	1.5%	0.7%	0.0%	0.0%	0.0%
	# Change	-21	-15	-8	-11	2	-1	0	-4	0	1	0	0	0
	% Change		-3.8%	-4.0%	-5.3%	2.8%	1.1%	4.7%	-0.7%	0.3%	1.0%	0.0%	0.0%	0.0%
Clerical	2003	166	95	22	33	8	16	41	42	0	4	0	0	0
			57.2%	13.3%	19.9%	4.8%	9.6%	24.7%	25.3%	0.0%	2.4%	0.0%	0.0%	0.0%
	2002	196	112	26	44	9	15	49	48	0	4	0	1	0
			57.1%	13.3%	22.4%	4.6%	7.7%	25.0%	24.5%	0.0%	2.0%	0.0%	0.5%	0.0%
	# Change	-30	-17	-4	-11	-1	1	-8	-6	0	0	0	-1	0
	% Change		0.1%	0.0%	-2.6%	0.2%	2.0%	-0.3%	0.8%	0.0%	0.4%	0.0%	-0.5%	0.0%
Other	2003	268	18	75	6	21	0	151	11	1	1	2	0	0
			6.7%	28.0%	2.2%	7.8%	0.0%	56.3%	4.1%	0.4%	0.4%	0.7%	0.0%	0.0%
	2002	272	18	76	6	30	2	145	10	2	0	1	0	0
			6.6%	27.9%	2.2%	11.0%	0.7%	53.3%	3.7%	0.7%	0.0%	0.4%	0.0%	0.0%
	# Change	-4	0	-1	0	-9	-2	6	1	-1	1	1	0	0
	% Change		0.1%	0.0%	0.0%	-3.2%	-0.7%	3.0%	0.4%	-0.4%	0.4%	0.4%	0.0%	0.0%
Blue Collar	2003	33	2	10	0	4	0	18	0	0	0	1	0	0
			6.1%	30.3%	0.0%	12.1%	0.0%	54.5%	0.0%	0.0%	0.0%	3.0%	0.0%	0.0%
	2002	44	2	13	0	1	1	27	1	1	0	0	0	0
			4.5%	29.5%	0.0%	2.3%	2.3%	61.4%	2.3%	2.3%	0.0%	0.0%	0.0%	0.0%
	# Change	-11	0	-3	0	3	-1	-9	-1	-1	0	1	0	0
	% Change		1.5%	0.8%	0.0%	9.8%	-2.3%	-6.8%	0.1%	-2.3%	0.0%	0.1%	0.0%	0.0%
TOTALS	2003	950	261	264	106	88	36	327	106	6	9	5	2	1
			27.5%	27.8%	11.2%	9.3%	3.8%	34.4%	11.2%	0.6%	0.9%	0.5%	0.2%	0.4%
	2002	1108	344	308	153	95	42	349	135	8	10	3	3	2
			31.0%	27.8%	13.8%	8.6%	3.8%	31.5%	12.2%	0.7%	0.9%	0.3%	0.3%	0.2%
	# Change	-158	-83	-44	-47	-7	-6	-22	-29	-2	-1	2	-1	-1
	% Change		-3.6%	0.0%	-2.7%	0.7%	0.0%	2.9%	-1.0%	-0.1%	0.0%	0.3%	-0.1%	0.2%

Work Force Change in 2003

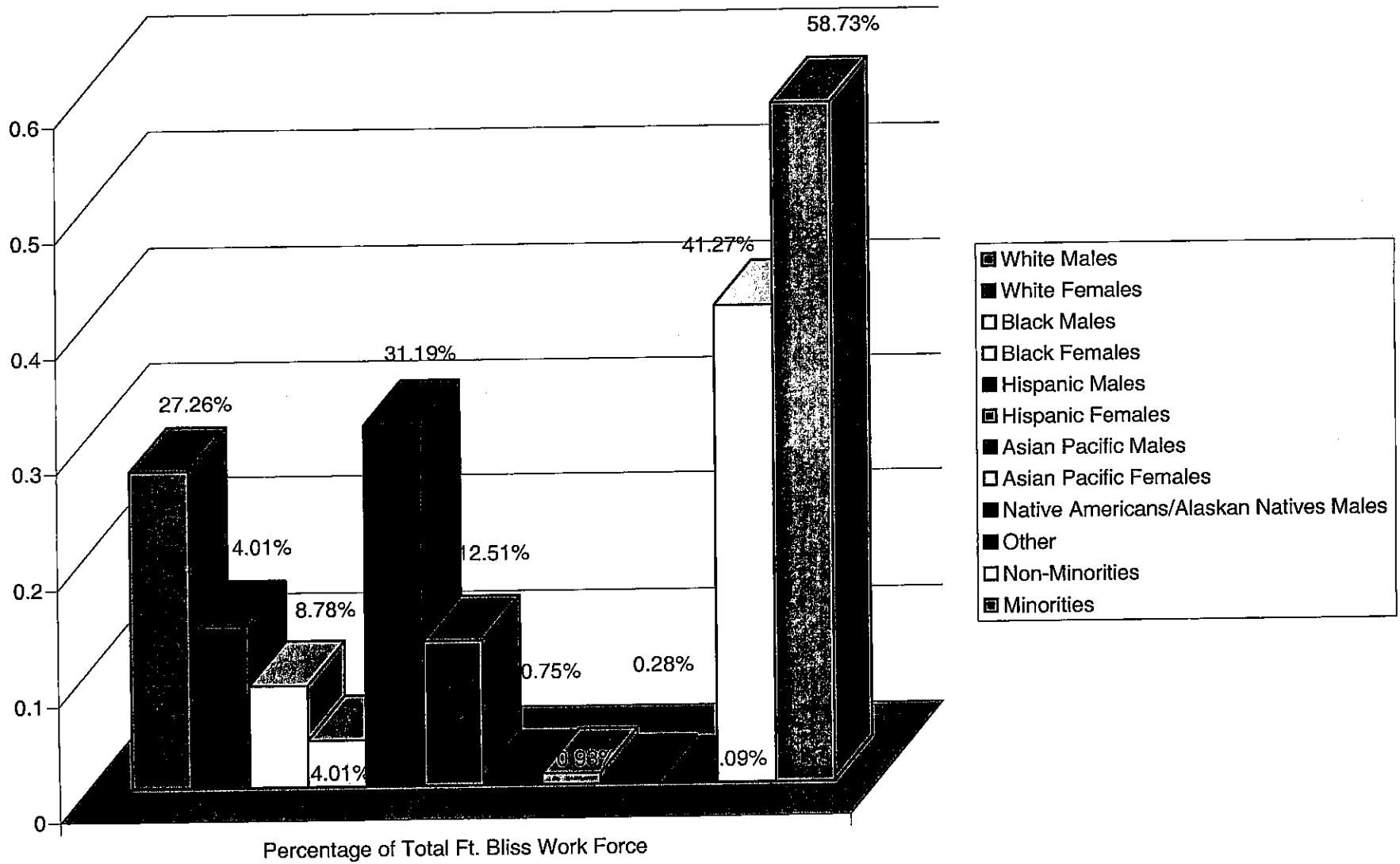


	2003	2002
■ White Males	27.8%	27.8%
■ White Females	11.2%	13.8%
□ Black Males	9.3%	8.6%
□ Black Females	3.8%	3.8%
■ Hispanic Males	34.4%	31.5%
■ Hispanic Females	11.2%	12.2%
■ Asian/ Pacific Islander Males	0.6%	0.7%
■ Asian/ Pacific Islander Females	0.9%	0.9%
■ Native Americans/Alaskan Natives Males	0.5%	0.3%
■ Native Americans/Alaskan Natives Females	0.2%	0.3%
□ Other RNO	0.1%	0.2%

FY 03-FY 02 Minorities

	Total	Non-Minorities	Minorities	White Males	White Females	Black Males	Black Females	Hispanic Males	Hispanic Females	Asian/Pacific Islander Males	Asian/Pacific Islander Females	Native Americans /Alaskan Natives Males	Native Americans /Alaskan Natives Females	Other RNO
2003	950	370	580	264	106	88	36	327	106	6	9	5	2	1
%		38.9%	61.1%	27.8%	11.2%	9.3%	3.8%	34.4%	11.2%	0.6%	0.9%	0.5%	0.2%	0.1%
2002	1108	461	647	308	153	95	42	349	135	8	10	3	3	2
%		41.6%	58.4%	27.8%	13.8%	8.6%	3.8%	31.5%	12.2%	0.7%	0.9%	0.3%	0.3%	0.2%
Change	-14.26%	-2.7%	2.7%	0.0%	-2.7%	0.7%	0.0%	2.9%	-1.0%	-0.1%	0.0%	0.3%	-0.1%	-0.1%

Work Force Percentage



**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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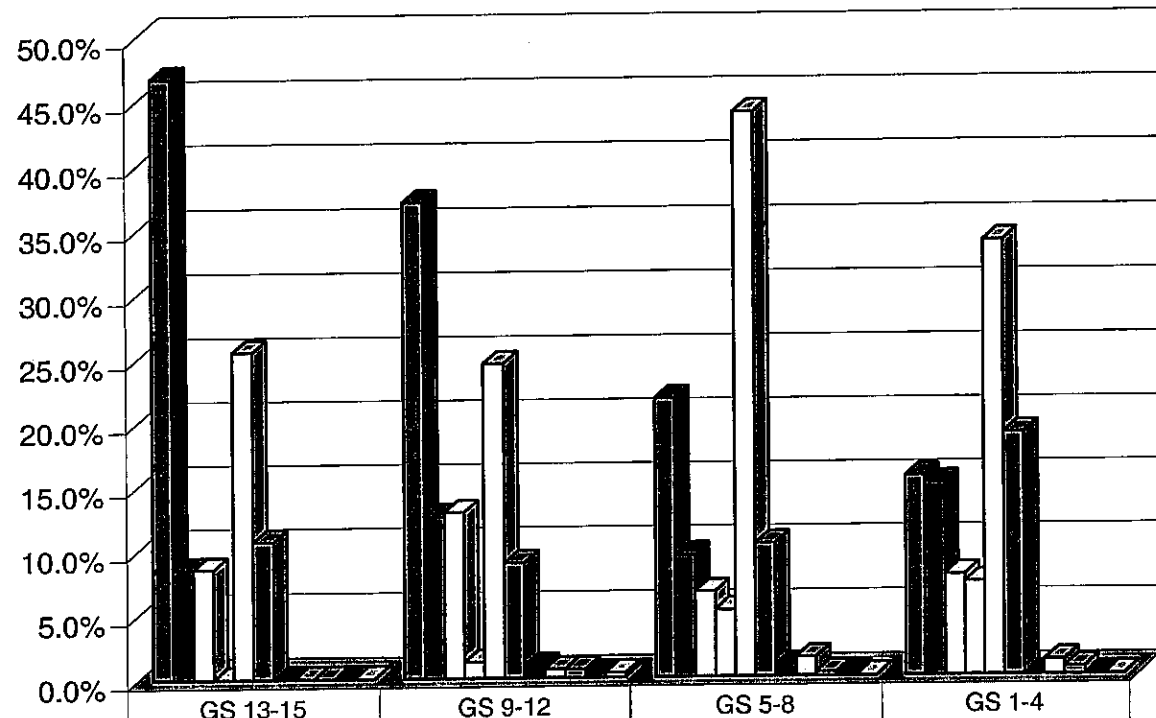
APPENDIX C

Appendix C
Work Force Profile by Grade Groupings - FY 03
For White Collar

TOTAL 2003	47		326		350		180	
	GS 13-15	%	GS 9-12	%	GS 5-8	%	GS 1-4	%
WHITE MALE	22	46.8%	121	37.1%	76	21.7%	28	15.6%
WHITE FEMALE	4	8.5%	41	12.6%	33	9.4%	27	15.0%
BLACK MALE	4	8.5%	42	12.9%	23	6.6%	14	7.8%
BLACK FEMALE	0	0.0%	4	1.2%	18	5.1%	13	7.2%
HISPANIC MALE	12	25.5%	80	24.5%	154	44.0%	61	33.9%
HISPANIC FEMALE	5	10.6%	29	8.9%	36	10.3%	34	18.9%
ASIAN/ PACIFIC ISLANDER MALE	0	0.0%	3	0.9%	3	0.9%	0	0.0%
ASIAN/ PACIFIC ISLANDER FEMALE	0	0.0%	2	0.6%	5	1.4%	2	1.1%
NATIVE AMERICANS/ ALASKAN NATIVES MALES	0	0.0%	2	0.6%	1	0.3%	1	0.6%
NATIVE AMERICANS/ ALASKAN NATIVES FEMALES	0	0.0%	1	0.3%	1	0.3%	0	0.0%
OTHER RNO	0	0.0%	1	0.3%	0	0.0%	0	0.0%

TOTAL 2002	58		422		340		244	
	GS 13-15	%	GS 9-12	%	GS 5-8	%	GS 1-4	%
WHITE MALE	31	53.4%	145	34.4%	69	20.3%	50	20.5%
WHITE FEMALE	6	10.3%	68	16.1%	41	12.1%	38	15.6%
BLACK MALE	4	6.9%	45	10.7%	20	5.9%	25	10.2%
BLACK FEMALE	0	0.0%	8	1.9%	19	5.6%	14	5.7%
HISPANIC MALE	11	19.0%	94	22.3%	140	41.2%	77	31.6%
HISPANIC FEMALE	5	8.6%	51	12.1%	40	11.8%	38	15.6%
ASIAN PACIFIC MALE	0	0.0%	3	0.7%	4	1.2%	0	0.0%
ASIAN PACIFIC FEMALE	0	0.0%	4	0.9%	5	1.5%	1	0.4%
NATIVE AMERICANS/ ALASKAN NATIVES MALES	0	0.0%	2	0.5%	1	0.3%	0	0.0%
NATIVE AMERICANS/ ALASKAN NATIVES FEMALES	0	0.0%	1	0.2%	1	0.3%	1	0.4%
OTHER RNO	1	1.7%	1	0.2%	0	0.0%	0	0.0%

GS LEVEL PERCENTAGES



	GS 13-15	GS 9-12	GS 5-8	GS 1-4
WHITE MALE	46.8%	37.1%	21.7%	15.6%
WHITE FEMALE	8.5%	12.6%	9.4%	15.0%
BLACK MALE	8.5%	12.9%	6.6%	7.8%
BLACK FEMALE	0.0%	1.2%	5.1%	7.2%
HISPANIC MALE	25.5%	24.5%	44.0%	33.9%
HISPANIC FEMALE	10.6%	8.9%	10.3%	18.9%
ASIAN/ PACIFIC ISLANDER MALE	0.0%	0.9%	0.9%	0.0%
ASIAN/ PACIFIC ISLANDER FEMALE	0.0%	0.6%	1.4%	1.1%
NATIVE AMERICANS/ ALASKAN NATIVES MALES	0.0%	0.6%	0.3%	0.6%
NATIVE AMERICANS/ ALASKAN NATIVES FEMALES	0.0%	0.3%	0.3%	0.0%
OTHER RNO	0.0%	0.3%	0.0%	0.0%

Appendix C
Work Force Profile by Grade Groupings - FY 03
For Blue Collar Positions

Grade Groupings	Agency	TOTAL	Women	White Males	White Females	Black Males	Black Females	Hispanic Males	Hispanic Females	Asian/ Pacific Islanders Males	Asian/ Pacific Islanders Females	Native Americans/ Alaskan Natives Males	Native Americans/ Alaskan Natives Females
WG/WD 1-4	No.	1	0	0	0	0	0	1	0	0	0	0	0
	%		0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WG/WD 5-8	No.	25	0	9	0	2	0	13	0	0	0	1	0
	%		0.0%	36.0%	0.0%	8.0%	0.0%	52.0%	0.0%	0.0%	0.0%	4.0%	0.0%
WG/WD 9-10	No.	3	0	0	0	1	0	2	0	0	0	0	0
	%		0.0%	0.0%	0.0%	33.3%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%	0.0%
WG/WD 11-12	No.	1	0	1	0	0	0	0	0	0	0	0	0
	%		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WG/WD 13-15	No.	0	0	0	0	0	0	0	0	0	0	0	0
	%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WL/WN/WS 1-4	No.	0	0	0	0	0	0	0	0	0	0	0	0
	%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WL/WN/WS 5-9	No.	2	0	0	0	0	0	2	0	0	0	0	0
	%		0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WL/WN/WS 10-11	No.	1	0	0	0	1	0	0	0	0	0	0	0
	%		0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WL/WN/WS 12-19	No.	0	0	0	0	0	0	0	0	0	0	0	0
	%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL	No.	33	0	10	0	4	0	18	0	0	0	1	0
	%	100.0%	0.0%	30.3%	0.0%	12.1%	0.0%	54.5%	0.0%	0.0%	0.0%	3.0%	0.0%

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
WOMEN ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT FOR FY03**

APPENDIX D

Appendix D
Annual Affirmative Employment Program Accomplishment Report
Distribution of EEO Groups and Comparison by PATCOB - FY 03
Comparison with Civilian Labor Force

Occupational Series	Agency vs. CLF	TOTAL	Women	White Males	White Females	Black Males	Black Females	Hispanic Males	Hispanic Females	Asian/ Pacific Islanders Males	Asian/ Pacific Islanders Females	Native Americans/ Alaskan Natives Males	Native Americans/ Alaskan Natives Females
GS - 081	Number	77	1	17	0	1	0	58	1	0	0	0	0
Firefighter	Agency %		1.3%	22.1%	0.0%	1.3%	0.0%	75.3%	1.3%	0.0%	0.0%	0.0%	0.0%
Other	CLF %		14.3%	37.1%	4.0%	1.7%	0.2%	46.5%	9.9%	0.4%	0.1%	0.0%	0.2%
WG-6907	Number	6	0	0	0	0	0	6	0	0	0	0	0
Material Handlers	Agency %		0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Blue Collar	CLF %		13.2%	23.5%	1.5%	3.3%	0.4%	58.8%	11.3%	0.2%	0.0%	0.2%	0.0%
GS-0819	Number	5	2	0	0	0	0	3	2	0	0	0	0
Env. Engineer	Agency %		40.0%	0.0%	0.0%	0.0%	0.0%	60.0%	40.0%	0.0%	0.0%	0.0%	0.0%
Professional	NCLF %		37.0%	54.7%	30.3%	2.4%	3.2%	2.1%	1.4%	3.5%	1.9%	0.2%	0.2%
GS-1712	Number	75	9	34	5	23	0	7	4	1	0	1	0
Training Instructor	Agency %		12.0%	45.3%	6.7%	30.7%	0.0%	9.3%	5.3%	1.3%	0.0%	1.3%	0.0%
Administrative	CLF %		39.9%	26.4%	15.1%	1.9%	1.6%	31.3%	22.9%	0.3%	0.3%	0.1%	0.0%
GS-1702	Number	31	25	0	8	3	9	3	8	0	0	0	0
Training Tech	Agency %		80.6%	0.0%	25.8%	9.7%	29.0%	9.7%	25.8%	0.0%	0.0%	0.0%	0.0%
Technical	CLF %		53.2%	20.8%	16.3%	1.0%	1.7%	24.7%	34.6%	0.3%	0.3%	0.0%	0.2%
GS-0318	Number	31	30	1	9	0	5	0	15	0	1	0	0
Secretary	Agency %		96.8%	3.2%	29.0%	0.0%	16.1%	0.0%	48.4%	0.0%	3.2%	0.0%	0.0%
Clerical	CLF %		77.9%	5.6%	24.4%	0.8%	2.8%	15.4%	50.2%	0.2%	0.4%	0.0%	0.1%
GS-2005	Number	12	2	2	2	1	0	7	0	0	0	0	0
Supply Clerk	Agency %		16.7%	16.7%	16.7%	8.3%	0.0%	58.3%	0.0%	0.0%	0.0%	0.0%	0.0%
Clerical	CLF %		77.9%	5.6%	24.4%	0.8%	2.8%	15.4%	50.2%	0.2%	0.4%	0.0%	0.1%

Appendix D
Annual Affirmative Employment Program Accomplishment Report
Distribution of EEO Groups and Comparison by PATCOB - FY 03
Comparison with Civilian Labor Force

Occupational Series	Agency vs CLF	TOTAL	Women	White Males	White Females	Black Males	Black Females	Hispanic Males	Hispanic Females	Asian/ Pacific Islander Males	Asian/ Pacific Islanders Females	Native Americans/ Alaskan Natives Males	Native Americans/ Alaskan Natives Females
GS-0560	Number	14	8	2	5	1	1	3	2	0	0	0	0
Budget Analyst	Agency %		57.1%	14.3%	35.7%	7.1%	7.1%	21.4%	14.3%	0.0%	0.0%	0.0%	0.0%
Administrative	CLF %		39.9%	26.4%	15.1%	1.9%	1.6%	31.3%	22.9%	0.3%	0.3%	0.1%	0.0%
GS-0083	Number	165	14	50	6	16	0	82	7	1	1	2	0
Police Officer	Agency %		8.5%	30.3%	3.6%	9.7%	0.0%	49.7%	4.2%	0.6%	0.6%	1.2%	0.0%
Other	CLF %		14.3%	37.1%	4.0%	1.7%	0.2%	46.5%	9.9%	0.4%	0.1%	0.0%	0.2%
GS-0085	Number	18	0	7	0	4	0	7	0	0	0	0	0
Security Guard	Agency %		0.0%	38.9%	0.0%	22.2%	0.0%	38.9%	0.0%	0.0%	0.0%	0.0%	0.0%
Other	CLF %		14.3%	37.1%	4.0%	1.7%	0.2%	46.5%	9.9%	0.4%	0.1%	0.0%	0.2%

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
WOMEN ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT FOR FY03**

APPENDIX E

COMPLAINTS PROCESSED 462 REPORT EXCERPT

	Ft. Bliss Garrison		Tenants	
	Informals	Formals	Informals	Formals
A - Compl on hand from 462 Report - beginning of new reporting period	1	7	1	5
B - Complaints filed	10	4	7	9
C - Total Complaints (A+B+C)	11	11	8	14
D - Complaints Closed	7	10	4	9
E- Complaints on hand - for FY 04	1	1	1	5

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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POSH TRAINING

	Total Population	POSH Participant Number	POSH Percent Completion
Ft. Bliss Civilian	950	872	92%
Ft. Bliss Military		8	
Tenant Civilian	335	282	84%
Tenant Military		4	
WBAMC Tenant Civilian	856	67	8%
WBAMC Tenant Military		35	

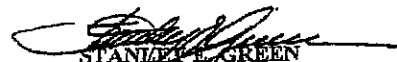
**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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ACCOMPLISHMENT REPORT FOR FY03**

POLICY	Number: B-1
SUBJECT: Equal Opportunity (EO) and Civilian Equal Employment Opportunity (EEO)	Date: 17 Sep 01

1. All commanders, managers, and supervisors will promote a climate of dignity, respect, and equality of opportunity and employment for our soldiers, family members, and Department of the Army civilians. Every soldier and civilian will be evaluated on fitness and merit, without regard to race, color, gender, religion, or national origin. Our civilians will further be evaluated without regard to age or disability.
2. AH soldiers, family members, and Department of the Army civilians have the right to live and work in an environment that is free from harassment and discrimination. Every commander, manager, and supervisor will set the appropriate example with regard to equal opportunity and will take appropriate actions when allegations of discrimination and/or unequal treatment arise. Additionally, commanders will establish robust EO training programs based on the Consideration of Others philosophy. As a minimum, this training will be conducted for 2 hours during each quarter.
3. Commanders are the Equal Opportunity (EO) and Equal Employment Opportunity (EEO) officers for their command and are ultimately held accountable. However, the success of these programs is every individual's responsibility. Soldiers and family members are encouraged to seek assistance, file a complaint, and/or cooperate with an investigating officer when resolving equal opportunity matters. Civilian employees are encouraged to contact the EEO office to address perceived incidents of discrimination. Reprisal against those exercising their EO and EEO rights will not be tolerated.
4. Participation in extremist activities is prohibited (TAW AR 600-20, Army Command Policy, Chapter 4, Paragraph 4-12, dated 15 July 1999).
5. Should a soldier or family member believe that they are a victim of discrimination or sexual harassment, they should immediately present their concerns to their chain of command for resolution. Detailed complaint procedures are outlined in Fort Bliss Policy letter B-3. They may contact their unit Equal Opportunity Advisor, the Equal Opportunity Office in Building 114, second floor, or by calling the EO HOTLINE at 568-1213.
6. Should a Department of the Army civilian employee believe that they are a victim of discrimination or sexual harassment, they should immediately contact the Equal Employment Opportunity Office in Building 114, first floor or by calling the EEO HOTLINE at 568-1489.
7. This policy letter will be posted on all official bulletin boards.


STANLEY E. GREEN
Major General, USA
Commanding

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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POLICY	Number: B-1
SUBJECT: Equal Opportunity (EO) and Civilian Equal Employment Opportunity (EEO)	Date: 17 Sep 01

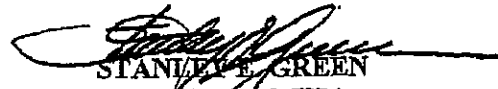
1. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is unacceptable behavior. It is detrimental to productivity, defeats individual rights, and violates the law. Sexual harassment will not be tolerated within this command.

2. All soldiers and Department of the Army civilians will receive semiannual sexual harassment prevention training that gives guidance on what constitutes sexual harassment and the avenues available for reporting sexual harassment. \

3. Allegations of sexual harassment will be examined and resolved promptly at the lowest level possible or by formal disciplinary or administrative action. Commanders, managers, and supervisors will take prompt and decisive action when such harassment is substantiated. There is zero tolerance of sexual harassment.

4. I charge everyone to take personal responsibility in preventing sexual harassment. I am committed to ensuring our soldiers, their family members, and Department of the Army civilian employees have a work and living environment free of sexual harassment

5. This policy letter will be posted on all official bulletin boards


STANLEY E. GREEN
Major General, USA
Commanding

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY AIR DEFENSE
ARTILLERY CENTER AND FORT BLISS
1733 PLEASANTON ROAD FORT BLISS, TEXAS 79916-6816

REPLY TO ATTENTION OF:

ATZC-CSE(1S-1d)

23 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Minutes of the EEO Committee Meeting

1. CALL TO ORDER: The meeting of the EEO Committee convened on 23 July 2003 in Room 120, Building 2. Ms. Flora Sambrano, EEO Officer, welcomed all members and called the meeting to order. Members were asked to sign in.

a. MEMBERS PRESENT:

COL Wallace B. Hobson, Jr., Chief of Staff
COL Mark A. Rivest, SJA
Mr. Richard A. Messner, Garrison Manager
Mr. Danny O. Pace, Director of DPWL
Mr. Joe Limon, Director of Human Resources
Mr. Robert Fierro, CPAC
Mr. Ronald Telles, Acting DCA Member
Ms. Paula Lawson, Representing AFGE (Mr. Gus Abeyta)
Ms. Flora Sambrano, EEO Officer
LTC Webster Powell, IG
Ms. Norma Martinez, EEO Specialist
Ms. Liz Childers, EEO Intern
Ms. Jacqueline A. Colon, EEO Counselor
Ms. Linda Lee, Representing DRM (Ms. Veronica Sereno)

b. MEMBERS ABSENT:

Mr. Juan Armendariz, EEO Counselor
Mr. Henry Ocegueda, Director of DOIM
COL Dale A. Carr, DPWL
Ms. Karol A. Scott, EEO Counselor
Ms. Barbara Wilson, EEO Counselor
MAJ Kelly Stowman, Representing Deputy DRM

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Ms. Judy Becker, EEO Counselor
Mr. Kim Keisling, JTF-6
Ms. Joyce Stophel, Protocol Office
SFC Kenneth E. Broomfield, EO, Fort Bliss
Mr. David Edmonds, EEO Volunteer
Ms. Gladys Lewis, EEO Counselor
Ms. Jean Offutt, Public Affairs Office
Mr. Joe Saavedra, President, NAGE Union (WG)
Ms. Colleen Burns, Director of Contracting
Mr. David Herbertson, President, NAGE Firelighter Union
SFC Robert Simmons, EO, WBAMC

2. READING OF THE LAST MINUTES: All attendees indicated that they had received a copy of last meeting's minutes. No modifications were made to the minutes.

3. OLD BUSINESS: Ms. Sambrano reminded the Committee members that as required by EEOC directives and Army Regulations all supervisory appraisals and awards must go through the EEO Office.

4. NEW BUSINESS:

a. Ms. Sambrano welcomed all EEO Committee members; she presented the agenda and asked everyone for introductions.

b. Ms. Sambrano announced some good news: the EEO Office was recognized as having the "Best Disability Program" at the TRADOC level and, as a result of this honor, the EEO Office will now compete at the DA level. Moreover, the WBAMC individual who had been nominated as the "Best Disability Employee" also won at MEDCOM level and will now compete at the DA level.

c. Ms. Sambrano informed the group that the Computer Accommodation Program (CAP) is going "very well and that we should keep it as simple as possible." Ms. Sambrano further mentioned that, if anyone needs an invoice for their computer equipment, they should contact Ms. Darlin Avery who is the person in charge at the CAP Office, located in Falls Church, Virginia. Although her phone number was not provided at meeting, she may be reached at (703) 681-8813 or FAX (703) 681-9075, if further information on CAP is needed.

d. COL Hobson advised Committee members that all equipment ordered for CAP should be kept within each department's hand-receipt so that proper accounting is maintained. In addition, computer equipment should be transferred whenever the employee, who is designated as a CAP user, moves to another job on Post. If the employee retires or resigns the equipment should be transferred to other employees who might be in need of that particular equipment.

e. LTC Powell further informed members that, in the event a department receives the equipment without an invoice, it should be placed in the hand-receipt as "equipment found on installation".

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f. Liz Childers, EEO Specialist, offered her help to anyone seeking to order CAP equipment and training. She may be reached at 568-5143 or email ChildersL@bliss.army.mil.

g. Ms. Sambrano introduced the guest speaker, Mr. Robert Fierro, Chief of CP AC, who discussed recent changes within the Personnel Process.

h. Mr. Fierro stated that 2003 is a year of many changes for the Civilian Personnel Operations Center (CPOC). He said that the recent centralization of resumes now puts all resumes throughout Army in one place. He further mentioned that the system's "ANSWER" capability enables the user to view the status of their job applications. Recent changes also include the "Modern to Modern" (M2M) project which consolidated the DCPDS databases. These changes mean that everyone must get a new User ID in order to access the system—a system that will make things easier for everyone. Additionally, CPOC is using Army Regional Tools (ART) to access CSU and DCPDS as well as the Gatekeeper template. As of 25 May 2003, RPAs will no longer flow thru CPAC; all organizations/DRM now send them directly to CPOC. It is imperative that all RPAs be correct and complete. This will free CPAC specialists to be out in the field providing advice and assistance and helping with any RPA actions as needed. Mr. Fierro encouraged members to "invite CPAC employees to their offices, should help be required. He further advised, "people needing help, should bring in CPAC early in order to better serve each organization's needs."

Mr. Fierro also stated that we will soon be using ORACLE Hi, which is a DoD requirement for DCPDS. This is a Web-based program in which two software programs must be loaded into each individual computer. Mr. Fierro said that although there is some changes in this new software program, essentially they look and feel similar to the current program. He advised employees to "go in and play with the system in order to become familiar with it." Mr. Fierro also mentioned that the West CPOC was going back to the old ways of putting out announcements to fill jobs. CPOC will still be using the RESUTVffX database and people will have to self-nominate themselves when the announcements come open. The system will be effective sometime around 1 Oct 2003. Mr. Fierro further mentioned that CPAC has talked to the unions, who were pleased about this return venture.

Mr. Limon asked if going back to job announcements really help, especially since there is always someone who does not get the word regarding job openings? Mr. Fierro answered that it should help because by distributing them through E-mail to all the organizations, the postings will be more accessible to everybody. Most people now have access to a computer at their worksite and most people likely prefer that jobs be announced so that they know what jobs are available rather than just the current automatic consideration. Job announcements will also be posted in CPOL under Army jobs and some on "US AJOB.S. COM. "

i. Ms. Sambrano thanked Mr. Fierro for his presentation and mentioned that it was very informative.

j. Ms. Sambrano then asked if there were any other announcements:

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Ms. Martinez, EEO Specialist, announced that the Women's Committee would be sponsoring a luncheon on 14 August in Building 114, from 11:30 to 1:00. The Women's Committee will provide lunch and Ms. Karyn Lemaster and Ms. Kristy Seckler, who are both financial advisors with Morgan Stanley Investments, will be guest speakers. She encouraged everyone to attend, as this will be a very informative luncheon.


Ms. Childers, EEO Specialist, also announced that the Disability, Women's and Hispanic committees are looking for new members. Even though it is known as the Disability Program, members don't particularly have to be disabled in order to join. Additionally, the Women's Committee is open to all genders.

k. Colonel Hobson thanked everyone for their participation and mentioned that EEO is one area that should be supported. COL Hobson thanked everyone for what we do and asked that we keep up the good work.

5. ANNOUNCEMENT: Next meeting is scheduled for 21 October 2003, in Building 2, Room 120. Any changes to this schedule will be announced.

6. ADJOURN: The meeting was adjourned at 1415 hours.

FOR THE COMMANDER:


WALLACE B. HOBS(ON), JR.
COL, GS Chief of Staff

DISTRIBUTION:

1 - Each Committee Member

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**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY AIR DEFENSE ARTILLERY
CENTER AND FORT BLISS
1733 PLEASANTON ROAD FORT BLISS, TEXAS 79916-6816

RE=LYTD ATTENTION OF:

DA Policy on Sexual Harassment

1. References:

- a. Memorandum, DA, Office of the Assistant Secretary Manpower and Reserve Affairs, Deputy for EEO Policy, 8 Dec 96, subject: Policy on Sexual Harassment.
- b. 1st Endorsement, Commander TRADOC, ATBO-E, 10 Feb 97, subject: Policy on Sexual Harassment.

2. This command fully endorses the Department of the Army policy on Sexual Harassment, as well as requirements for training of the civilian work force. All employees are to receive initial training conducted by certified trainers. The standardized training will be in accordance with guidelines established by DA.

3. The Fort Bliss Equal Employment Opportunity Office has developed a refresher training module which is available through the Fort Bliss Intranet. The training module meets the following objectives:

- a. Defines sexual harassment in the work place.
- b. Identifies situations which have the potential to be sexually harassing.
- c. Identify employer and employee expanding potential liabilities.
- d. Understand and apply Army policy.
- e. Know elements of successful counseling action to achieve behavioral change.

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4. Commanders, Directors, Managers and Supervisors are reminded of their responsibility to track and monitor training of all their employees. As of 9 June 2003, the EEO office will offer *POSH training online*. The training will be available through the Fort Bliss Intranet. Once you log into the POSH Exam you will be able to access the Training Module at the Equal Employment Opportunity site. Each employee is required to take the POSH final exam located directly after the training module. There are 10 questions on the exam, each question is worth 10 points. Five or more questions missed will indicate a no pass score. You will be notified immediately if you pass or fail the exam. Scores are final, however, if an employee fails the initial exam, they will be required to take a makeup exam at the end of the year. Personnel from the EEO office will extract data from the exam for analysis and tracking purposes. Immediate supervisors will be responsible for ensuring all their employees complete the training and take the exam. The EEO office will be sending out suspenses on a quarterly basis reminding supervisors to ensure their employees access the online training and take the exam.

5. Point of contact for this action is Liz Childers, EEO Office, 568-6066.

FOR THE COMMANDER


LACE B. HOBSON

COL, GS
CHIEF OF STAFF

DISTRIBUTION:

C

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY AIR DEFENSE
ARTILLERY CENTER AND FORT BLISS
1733 PLEASANTON ROAD FORT BLISS, TEXAS 79916-6816

AT2C-CSE

25 February 2003

MEMORANDUM FOR DISTRIBUTION

SUBJECT: EEO Objectives for Supervisors

1. References:

- a. Memorandum, ATZC-CSE, 8 Sep 98, subject: Civilian Performance Management.
- b. Memorandum, ATZC-CSE, 24 Aug 98, subject: Commanding General's Support of Equal Employment Opportunity (EEO).
- c. Memorandum, ATZC-GCE-E, 22 Nov 96, subject: Processing of Supervisory Civilian Evaluation Reports.

2. EEO/Affirmative Action remains a critical requirement for all supervisors and non-supervisory management officials whose program areas or assigned duties may influence the achievement of program goals and objectives. All actions affecting Fort Bliss employees or potential employees are an integral part of management's EEO responsibilities. I hold managers and supervisors accountable for good faith efforts to support the implementation of EEO/AA policy. Enclosed is a list of objectives or the types of activities supervisors/managers can pursue to respond to the challenges of EEO/AA.

3. I delegate authority to the EEO Office to review and evaluate managerial and supervisory performance in a manner that ensures continuing affirmative application and vigorous enforcement of the policy of equal opportunity. The EEO Office will continue to monitor the review of the EEO/AA element reflected on the Senior System Civilian Report (DA Form 7222) and Base System Civilian Evaluation Report (DA Form 7223) for ALL SUPERVISORY positions. Supervisors will list their accomplishments in achieving EEO/AA objectives on the yearly evaluation reports. The reports will be forwarded to the EEO Office for review prior to submission to Command Staff and CPAC.

4. Point of contact for this action is Barbara K. Quillin, who can be reached at ^68-5143.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "WALLACE HOBSON", is written over a horizontal line.

Encl
as

WALLACE HOBSON
COL, GS
Chief of Staff

**DISTRIBUTION: A; Less Reserve
Components: EEO**

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**ACTION PROGRAM PLAN ACCOMPLISHMENT
REPORT - FY 2003**

ARMY PROGRESS IN DVAAP IMPLEMENTATION

Analysis of Permanent Workforce:

Categories	Total	GS/GM	GS/GM 13+	Wage System
Disabled Veterans	2163	865	344	954
% Representation	10% SEE	20%	7%	3%
Population Change	RMARKS			
% Population Change *	BELOW Data not available			

No report prepared prior to FY 2003. Data for population change is not available.

Categories	Professional	Admin.	Technical	Clerical	Other W/C
Disabled Veterans	344	473	525	392	429
% Representation	7%	37%	5%	45%	6%
Population Change	Data not available				
% Population Change					

Categories	Total	30% DV GS/GM	30% DV GS/GM 13+	30% DV Wage System
30% DV Representation	225	177	23 25
Population Change	Data not available			
% Population Change*				

* Divide population change, +/-, by the total within that category. Resulting % may be a +/-

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**DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY AIR DEFENSE
ARTILLERY CENTER AND FORT BLISS
114PERSHINGROAD
FORT BLISS, TEXAS 79916-6816**

ATZC-CSE (690)

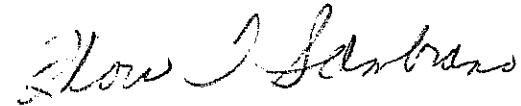
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Online Equal Employment Opportunity (EEO), Prevention of Sexual Harassment Training (POSH) and Diversity Training CY 2003

1. Discrimination and sexual harassment are against the law and against the Fort Bliss Commanding General's Policy.
2. It is important that employees and supervisors remain sensitive to the treatment of people at work. One of the best tools for Prevention of Sexual Harassment (POSH) and unlawful discrimination, is to train employees and supervisors so that they understand what it is, how to prevent it, and how to deal with it. Annual updates are required for all Department of Army (DA) supervisors, managers, and employees. Military supervisors of DA civilians are also required to attend. The CPAC office schedules all new POSH employee/supervisor training.
3. EEO, POSH and Diversity training are very important in attaining a successful EEO Program. As of 9 June 2003, the EEO office will offer ***POSH training online***. The training will be available through the Fort Bliss Intranet. Once you log into the POSH Exam you will be able to access the Training Module at the Equal Employment Opportunity site. Each employee is required to take the POSH final exam located directly after the training module. There are 10 questions on the exam, each question is worth 1-0 points. Five or more questions missed will indicate a no pass score. You will be notified immediately if you pass or fail the exam. Scores are final, however, if an employee fails the initial exam, they will be required to take a makeup exam at the end of the year. Personnel from the EEO office will extract data from the exam for analysis and tracking purposes. Immediate supervisors will be responsible for ensuring all their employees complete the training and take the exam. If you do not have a computer available for use, you may contact the EEO office for an appointment and a computer will be made available to you.

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4. The point of contact for this action is Liz Childers, EEO Office, 568-5143 or e-mail to childersl@emh10.bliss.army.mil.



FLORA T. SAMBRANO
Equal Employment Opportunity Officer

DISTRIBUTION: A (Less Reserve Components)

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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**EEO/COLLATERAL COUNSELOR
TRAINING SESSIONS FOR FY2003**

Training Topics	Date	Time & Place	Attendees
Black History Month Luncheon (Speaker: Dr. T. J. Roberts)	13 February 2003	Ft. Bliss Officers Club 1130-1430 (2 hrs)	All Collateral Counselors Sponsored by: SEP Committee
EEO Committee Meeting (CAP Program)	18 February 2003	Bldg 2, Rm 201 1330-1430 (3 Hours)	All Collateral Counselors Given by: Barbara Quillin
EEO Counselor Training (Refresher Counselor's Training)	19 June 2003	International Boundary and Water Commission, 4171 N. Mesa, Bldg C. 0800 to 1700	All Collateral Counselors POC: Ms. Cecilia Rubio, EEO Director
Mediation Training	7-11 July 2003	Hosted by the Office of Resolution Management, Dept of Veterans Affairs. Held at WBAMC Training Rm.	All Collateral Counselors POC: Pam Hillers or Victor Hernandez 564-7963
Counselor Training	August 2003	EEO Office, Bldg 114 1300-1530	All Collateral Counselors Given by: Liz Childers
Counselor Training	September 2003	EEO Office 1330-1530	All Collateral Counselors Given by: Liz Childers